

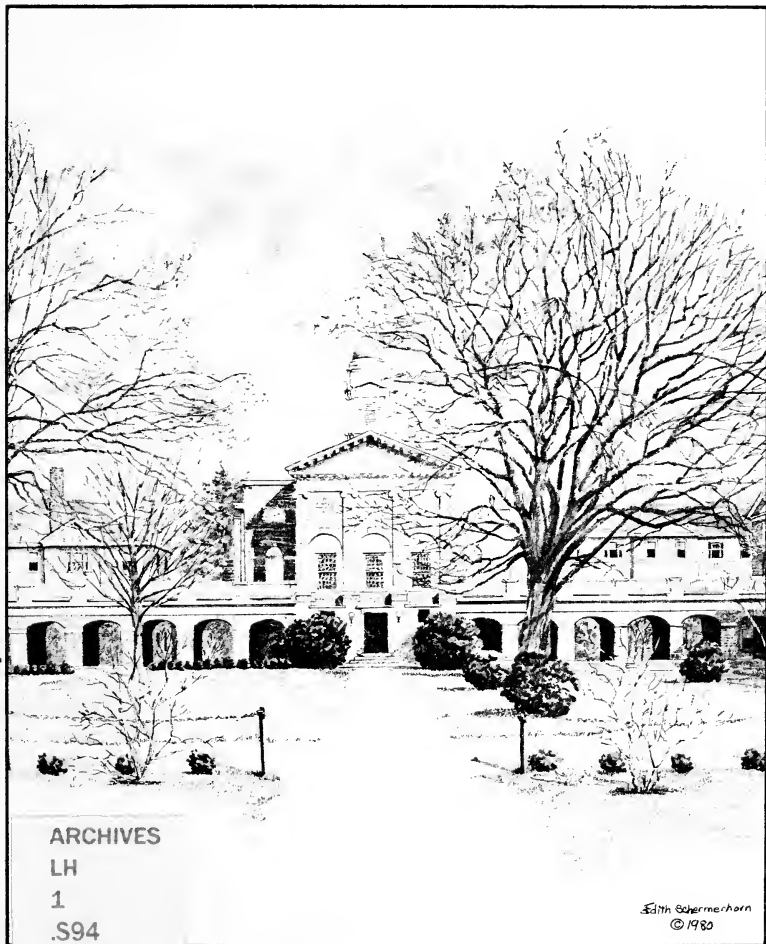
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# SWEET BRIAR COLLEGE



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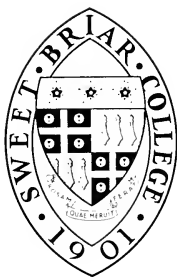
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1982/1983

Edith Schermerhorn  
© 1980

## STUDENTS' HANDBOOK 1982-1983

**Cover Courtesy of Alumnae Association  
Drawing by Edith Schermerhorn**



# Sweet Briar College

STUDENTS' HANDBOOK

**1982 - 1983**

*Wanda Burley, Co-Editor*

*Cathy Cash, Co-Editor*

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## **PRESIDENT'S MESSAGE**

As many of you know, this is "senior year" for Mrs. Whiteman and myself. We plan to "graduate" next spring. Consequently, we want to make it the best ever year for everyone, including ourselves. Please help!

In this spirit, I welcome you to the 1982-83 year. You can help if you will both add a little extra to whatever you undertake - familiar study programs, new courses, or new activities - and also speak up and out whenever you see a spot where Sweet Briar can be improved. There is always a lot of excitement in the air in September. Good will and good intentions predominate. Let us hold on to these feelings until May.

A handwritten signature in black ink that reads "Harold B. Whiteman Jr." with a stylized flourish at the end.

Harold B. Whiteman, Jr.  
President

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## COLLEGE OFFICIALS

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**HAROLD B. WHITEMAN, JR.**  
*President*



**PETER V. DANIEL**  
*Vice-President and Treasurer*



**FONTAINE BELFORD**  
*Dean of the College*



**ELIZABETH BAER**  
*Assistant Dean of the College*



**ROBERT BARLOW**  
*Dean of Student Affairs*



**KAREN WAGNER**  
*Asst. Dean of Student Affairs*



- 1 Sweet Briar House
- 2 Garden Cottage
- 3 Fletcher, Offices and Classrooms
- 4 Mary Helen Cochran Library
- 5 Benedict, Classrooms
- 6 Gray
- 7 Carlson
- 8 Refectory
- 9 Manson
- 10 Information Office
- 11 Randolph
- 12 Memorial Chapel
- 13 Carl Grammer
- 14 Fergus Reid
- 15 William Bland Dew
- 16 Meta Glass
- 17 Mary Harley Infirmary
- 18 Daisy Williams Gymnasium
- 18a Prothro Natatorium
- 19 Babcock Fine Arts Center
- 20 Connie M. Guion Science Building
- 21 Adeline Ames Greenhouse
- 22 Boxwood
- 23 Alumnae House
- 24 Book Shop
- 25 Nursery School
- 26 Wailes College Center
- 27 Harriet Howell Rogers Riding Center
- 28 Railroad Station / Coffee House
- 29 Hostel



# COLLEGE CALENDAR 1982-83

## 1982

September	11 (Sat.)	New students arrive between 10 a.m. and 3 p.m. (Orientation period - September 11-21)
	12 (Sun.)	Returning students may arrive after 10:00 a.m.
	14 (Tues.)	Registration
	14 (Tues.)	Opening Convocation - 8:00 p.m. - Babcock Auditorium
October	15 (Wed.)	Classes begin for Fall Term - 8:30 a.m.
	6 (Wed.)	Founders' Day (no classes 10:30 a.m. - 12:30 p.m.)
	16 (Sat.)	Parents' Day
	22 (Fri.)	Reading Day
November	24 (Wed.)	Thanksgiving Recess begins - Residence Halls close - 1:30 p.m.
	28 (Sun.)	Thanksgiving Recess ends - Residence Halls open 1:00 p.m.
December	15 (Wed.)	Classes end - 4:30 p.m.
	16-18 (Thurs.-Sat.)	Examination Period
	19 (Sun.)	Reading Day
	20-21 (Mon.-Tues.)	Examination Period (ends at 12 noon on Tuesday, December 21)
	21 (Tues.)	Residence Halls close at 4:00 p.m.

## 1983

January	2 (Sun.)	Residence Halls open - 1:00 p.m.
	3 (Mon.)	Winter Term begins 8:30 a.m. (ALL classes hold initial meeting on this date)
March	8 (Sat.)	Thursday classes meet on this day
	26 (Wed.)	Winter Term ends at 5:30 p.m. (ALL classes hold final meeting on this date)
	31 (Mon.)	Spring Term begins - 8:30 a.m.
	12 (Sat.)	Spring Recess begins - 8:00 a.m. Residence Halls close - 10:00 a.m.
May	20 (Sun.)	Spring Recess ends. Residence Halls open - 1 p.m.
	4 (Wed.)	Classes end at 4:30 p.m.
	5 (Thurs.)	Reading Day
	6-7 (Fri.-Sat.)	Examination Period
	8 (Sun.)	Reading Day
	9 (Mon.)	Seniors must finish exams by 3:30 p.m.
	9-11 (Mon.-Wed.)	Examination Period (ends at 12:00 noon on Wednesday, May 11)
	11 (Wed.)	Residence Halls close at 5:00 p.m. except for Seniors
	14 (Sat.)	Baccalaureate Service
	15 (Sun.)	Seventy-fourth Commencement
	20-23 (Fri.-Mon.)	Alumnae Reunion

## DIRECTORY OF HOURS

<b>A. Admission Office</b>	Monday-Friday:	8:30 a.m.-4:30 p.m.
	Saturday*:	8:30 a.m.-12:30 p.m.
<b>B. Bank</b>	Monday-Friday:	8:45 a.m.-12:15 p.m.
<b>C. Book Shop</b>	Monday-Friday:	9:00 a.m.-5:00 p.m.
	Saturday:	9:30 a.m.-1:00 p.m.
<b>D. Career Planning</b>	Monday-Friday:	8:30 a.m.-4:30 p.m.
	Tuesday:	7:00 p.m.-9:00 p.m.
<b>E. Dean, Office of</b>	Monday-Friday	8:30 a.m.-4:30 p.m.
<b>F. Registrar, Office of</b>	Monday-Friday:	8:30 a.m.-4:30 p.m.
<b>G. Student Affairs, Office of</b>	Monday-Friday:	8:30 a.m.-4:30 p.m.
<b>H. Health Center</b>	Monday-Friday:	8:00 a.m.-9:00 p.m.
	Saturday:	9:00 a.m.-5:00 p.m.
	Sunday:	9:00 a.m.-11:00 a.m. after 9:00 p.m.-call
Physician's hours:	Monday-Friday:	8:30 a.m.-9:30 a.m.
Psychiatrist's hours:	Wednesday	2:00 p.m.-5:00 p.m. by appointment only
Visiting hours:	Monday-Sunday:	11:00 a.m.-12:00 p.m. 4:00 p.m.-5:00 p.m. 7:00 p.m.-9:00 p.m.
<b>I. Library</b>	Monday-Thursday:	8:00 a.m.-12 midnight
	Friday:	8:00 a.m.-8:00 p.m.
	Saturday:	9:00 a.m.-8:00 p.m.
	Sunday:	9:00 a.m.-12 midnight
	Library hours will be extended before final ex- aminations.	
	Summer hours	
	Monday-Friday:	8:30 a.m.-4:30 p.m.
	Weekends	CLOSED
	Library is closed for all holidays.	
<b>J. Prothro Commons</b>	Meal Hours:	
Breakfast	Monday-Friday:	7:15 a.m.-9:15 a.m.
	Saturday, Sunday:	8:30 a.m.-10:00 a.m.
Lunch	Monday-Friday:	11:30 a.m.-1:30 p.m.
	Saturday:	12:00 a.m.-1:00 p.m.
Dinner	Monday-Saturday:	5:00 p.m.-7:00 p.m.
	Sunday:	12:00 p.m.-1:00 p.m.
Supper	Sunday:	5:00 p.m.-7:00 p.m.
Coffee Hour	Monday-Friday:	9:30 a.m.-11:00 a.m.
<b>K. Post Office*</b>	Monday-Friday:	8:15 a.m.-4:45 p.m.

\*During the academic year.

<b>L. Pool Hours:</b>	Monday-Friday:	7:00 a.m.-8:00 a.m. 7:00 p.m.-8:00 p.m.
	Mon., Wed. & Fri.:	11:30 a.m.-1:30 p.m.
	Tues. & Thurs.:	12:00 p.m.-1:00 p.m.
	Saturday:	2:30 p.m.-4:00 p.m.
	Sunday:	2:30 p.m.-4:00 p.m. 8:00 p.m.-9:00 p.m.
<b>M. Wailes Center**</b>		
Bistro:	Monday-Saturday:	11:00 a.m.-12 midnight
	Sunday:	5:00 p.m.-12 midnight
Bistro <b>closed</b> during all scheduled college vacations.		

**First Floor Lounge:**

The first floor of the Wailes Center may be used by students and their guests until 2 A.M. The building will be locked at midnight as usual.

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\*The Post Office is closed on Sundays and on all legal holidays. At all other times there are two deliveries daily, one in the morning and one in the afternoon.

\*\*Subject to change.

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## SWEET BRIAR HISTORICAL SKETCH

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Sweet Briar College was founded in the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early years of the nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and over half a million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that *"It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."*

The first Board of Directors determined that the college should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities of the country.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teacher certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949.

In May, 1927, a Board of Overseers was established. It consists of the seven Directors and additional members elected by the Directors for four-year terms. The active oversight of the college is in the hands of this larger board whose decisions are submitted to the Board of Directors for ratification. Alumnae representation on the Board of Overseers was instituted in 1934. Through a policy adopted in 1973, each graduating class now elects one of its members to serve a special two-year term on the Board of Overseers.

Sweet Briar's first five presidents were women. Dr. Mary K. Benedict held the office from the opening in 1906 until 1916. Dr. Emilie Watts McVea served from 1916 to 1925, Dr. Meta Glass from 1925 to 1946, Dr. Martha B. Lucas from 1946 to 1950, and Dr. Anne Gary Pannell from 1950 to 1971. Dr. Harold B. Whiteman, Jr., began his administration as sixth president of the college in 1971.

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## SWEET BRIAR SONG

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Sweet Briar, Sweet Briar, flower fair,  
The rose that on your crest you wear  
Shall never fade, but always bear  
Thy beauty, O Sweet Briar!  
Sweet Briar, Sweet Briar, thy columns  
white  
Shine on thy hills a beacon light  
Of truth, to burn with radiance bright  
Forever, O Sweet Briar!  
Sweet Briar, Sweet Briar, we sing to thee.  
May thy foundations ever be  
Strong as thy hills, thy purity  
That of thy rose, Sweet Briar!

---

## SWEET BRIAR'S MISSION

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Sweet Briar is a four-year independent college whose aim is to prepare women to be active, responsible members of society. A foundation in the liberal arts is essential to this end. Study of the liberal arts enhances the development of critical thought, leads to independence, and allows the mature adult to continue to learn long after leaving Sweet Briar.

The College believes that clear thinking and adaptability are best fostered by a broad study of those disciplines that teach one to view one's experience in wider contexts, to appreciate the achievements of the past, to derive satisfaction from the arts, to understand the methods and major theories of science, and to communicate with precision and cogency.

Moreover, the College seeks to provide an environment that encourages physical well-being, moral awareness, sensitivity to others, responsibility for one's actions, and the assumption of leadership and personal initiative — qualities enabling the graduate to enjoy life in humane community.

While recognizing the distinctive qualities of womanhood, the College believes that excellence knows no gender. Sweet Briar remains a women's college in order to devote all its resources to the education of women in the full range of the liberal arts, including those subjects and responsibilities that have all too often been defined as male domains.

The faculty teaches individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and improvement of skills for life and livelihood.

A sound foundation in the liberal arts will benefit the graduate for a lifetime, by providing the adaptability, the communication skills, and the experience in independent problem-solving which are demanded of any woman today. As an independent college, Sweet Briar possesses the freedom to respond appropriately to the many challenges facing higher education in a rapidly changing world.

The Sweet Briar curriculum reflects the conviction that a student should achieve depth in some field of knowledge, and should have a critical appreciation of the ways in which knowledge is gained. An educated person should have an informed acquaintance with (to adapt the language of Dean Henry Rosovsky of Harvard):

- The mathematical and experimental methods entailed in the study of the physical environment, and the major theories and limitations of the natural sciences;
- The main forms of analysis and the historical and quantitative techniques needed for investigating the development and workings of modern society;
- The important scholarly, literary, and artistic achievements of past and present;
- The major religious and philosophical conceptions of man;
- A culture outside the bounds of classical Western culture.

# HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into *all aspects of life at Sweet Briar*, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Government Association rules and Honor System serve to establish a cohesive sense of community living. When a student assumes this responsibility, it is believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole.

IS NO EXCUSE.

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of individual and community honor:

1. Integrity of one's word.
2. Respect for the property of others.
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Government Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the honor pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

EACH TIME A SWEET BRIAR STUDENT SIGNS HER NAME TO ANYTHING SHE ACKNOWLEDGES HER PROMISE TO UPHOLD THE HONOR PLEDGE.

## I. Sweet Briar Honor Pledge

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible, we depend upon certain means of self-enforced discipline:

1. The student must report herself for any infraction of the Sweet Briar Honor System if there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.
2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound, by her signature, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.
3. Students are reminded that, once a Judicial case has been decided, there is to be no further discussion by those directly or indirectly involved.

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

Students should realize that every other student has the same obligations to the community in upholding the Honor System. Personal feelings and / or relationships should have no bearing upon fulfilling this responsibility. In maintaining the spirit of an honorable community and of a just judicial system, students must respect the decisions made by the Judicial Committee, a body elected by the students. Breaking this spirit may serve to alienate the individual or create disturbance or uneasiness among the community.

## II. Academic Honesty

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

### A. Examinations and tests

1. All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. *As a reminder to all students, each is required to sign a printed pledge on every examination that she takes. In addition, on every paper and test, each student is required to write "I PLEDGE" in addition to signing her name.)*
2. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

### B. Papers and plagiarism

1. The presentation of the words or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the men who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if she changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.
  - a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
  - b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.
  - c. A footnote must be used to show exact source. A quoted passage may range from a single word, to a phrase, sentence, paragraph, or series of paragraphs.
  - d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake or brevity, three dots should be used to indicate the omitted portion.
  - e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square brackets.
2. Examples of the dishonest use of material follows:
  - a. This is a paragraph from *The Rise Of American Civilization* by Charles A. and Mary Beard:

When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence.

The following is not an exact copy of the original, but it contains some phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest.

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies.* Some of the delegates, like Gladson of South Carolina, favored *bold, decisive action.* Others, like Dickinson of Pennsylvania, were *more cautious, believing that a respectful appeal to the king would lead to a solution of their problems.* Washington *apparently awaited the decree of Providence.*

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas, and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest.

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. (In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation.) In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging his indebtedness. Paragraph 3 might be used for instance, after some such introduction as this: "According to Charles A. and Mary R. Beard in *The Rise of American Civilization*, many of the wisest men in the colonies were. . .etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

- b. The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester:<sup>1</sup>

*Original Material*

*Wuthering Heights* is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

*Student Version A*

*The most remarkable novel in English is Wuthering Heights. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.*

This piece of writing is plagiarism in its most deplorable form. The student has simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

*Student Version B*

*Wuthering Heights* is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man's nature. The artistic expression is flawless, although the content is strange and baffling.<sup>1</sup>

<sup>1</sup>Walter Allen, *The English Novel* (New York, 1954), p. 223.

<sup>1</sup>James Lester, *Writing Research Papers: A Complete Guide* (Glenview, Illinois, 1967), p. 48-49.



This student's version is also plagiarism, even though he carefully documents the citation. He has obviously copied almost directly from his source, changing only a few words and phrases. His method is neither summary nor paraphrase. This error may be avoided by direct quotation or, preferably, by scholarly paraphrase that may include some direct quotation of any strikingly significant or well-worded ideas.

#### Student Version C

Walter Allen insists that the "artistic expression" of *Wuthering Heights* is flawless.<sup>1</sup> Allen admits that the content is strange and even baffling, but he argues that the novel is perfect because it accurately presents "an intensely individual apprehension of the nature of man and life."<sup>2</sup>

<sup>1</sup>Walter Allen, *The English Novel* (New York, 1954), p. 223.

<sup>2</sup>Ibid.

This version represents a satisfactory handling of the source material. The authority being cited is identified and acknowledged at the outset, the substance of his comment is well expressed in the student's own language, and a key idea in the original, one strikingly worded, is directly quoted, so as to give full credit where the credit is due. The student has been wholly honest to his source, and he has made effective use of the authority for his own purposes.

3. The Judicial Committee suggests that any student who remains unclear about the proper procedure for borrowing and accrediting material should seek the advice of a professor or a member of the Judicial Committee.

C. Signatures on Library Materials, see page 23.

D. Responsibility of faculty members and administrators, see page 23.

III. Powers of the Judicial Committee, see page 55.

IV. Meetings and Proceedings of the Judicial Committee, see page 61.

V. Appeals, see page 56.

VI. Members of the Judicial Committee, see page 67.

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## ACADEMIC RULINGS

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*All students are expected to be familiar with the academic regulations and procedures in this section, which consists of excerpts from the Faculty Rulings. Other Faculty Rulings will be found in the catalog of the College. A student who does not understand any Ruling should consult the Dean of the College. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.*

### **A. Registration, Changes of Program, Schedules**

1. a. Preliminary registration of students in courses takes place in the Spring Term at a time designated by the Registrar.
- b. Final registration for the Fall, Winter and Spring Terms takes place on the dates specified in the college calendar. Failure to register on the day and time designated will result in a late registration fee as follows: \$25.00 up to five days late; \$25.00 plus an additional \$5.00 for every week late after that.
- c. The registration of all students must be completed on the dates specified and rooms will not be held for students who do not register unless an acceptable excuse has been presented to the Dean of the College, before the official registration date.
- d. All students are required to attend the Convocation at the opening of the academic year and any other Convocations designated in the college calendar as required.
2. a. Changes of program (add / drop) may be made within the first eight class days of the Fall and Spring Terms and the first three days of the Winter Term.
- b. A student may not enter a course later than the eighth day of the Fall or Spring Term or the third day of the Winter Term. A student who drops a course after the fifteenth class day of the Fall or Spring Terms (in the case of a freshman in her first term, the twentieth day) or the fifth class day of the Winter Term automatically incurs an F in the course. Exceptions may be made by the Dean of the College, at her discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Executive Committee of the Faculty.
- c. **A change of program is not valid until the completed form is presented**

to the Registrar by the student. The option of "potential credit" or pass/fail must be chosen within the add period.

### **B. Courses of Instruction, Hours and Credits, Requirements for Graduation and Class Standing**

1. a. The announcement of courses to be offered shall each year be presented by each department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings.
- b. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction.
2. a. Permission to audit a course must be obtained from the instructor.
- b. A student must obtain special permission from her faculty adviser and the Dean of the College, in order to carry 6 or more units of academic work.
- c. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 4 additional units for credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of the classes in the term, the student must notify the instructor and the Registrar's office if she does not wish credit for the course, in which case her course registration will be cancelled.
- d. A student may not carry less than 3 units of academic work. The Dean of the College is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.

3. a. The credit ratio is the ratio of the total number of quality points to the total number of course units taken, excluding physical education grades which are not counted in computing the credit ratio.
- b. The credit ratio is computed as follows: For each unit of A, 4.000 quality points; B, 3.000; C, 2.000; D, 1.000; F, 0.000. For every unit of plus, except A, add 0.300; for every unit of minus, subtract 0.300, save in respect to the grade of F, which is not subject to plus or minus variation.
- c. In computing the credit ratio, courses taken at another institution are not counted, except for those taken as part of the Washington Semester at American University, the Tri-College Consortium, or the Seven-College Exchange, which are counted. Grades earned in the second institution involved in a 3-2 dual degree program or in the Sweet Briar Junior Year in France Program will be recorded in the student's file but not on the Sweet Briar transcript, and will not be computed in the grade point ratio.
- d. The grade on the comprehensive requirement will not be computed in the credit ratio or major rating.
4. a. In order to be eligible for the Sweet Briar degree, a student must present 38 units, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 2.000 on the courses taken at Sweet Briar and at any of the institutions specified in 3.c. She must satisfy the other requirements for the degree as specified in the catalog. A minimum of 2½ winter term units is required for the degree.
- b. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 19 units of credit presented for the degree must have been earned at Sweet Briar.
- c. A student who spends the junior year or the Fall Term of the junior year in a study program away from Sweet Briar College must spend the Fall and Spring Terms of the senior year at Sweet Briar.
- d. Requests to accelerate the degree course must be made to the Dean of the College, for referral to the Executive Committee of the Faculty. Normally a request will not be approved unless the student's cumulative credit ratio is at least 2.700 at the end of the term (not counting winter terms) at Sweet Briar.
- e. Every candidate for the degree must complete the comprehensive requirement in her major field.
- f. A student may declare, complete and have recorded a double major by fulfilling the requirements of two departments.
- g. A credit ratio of not less than 2.000 in the major is required for graduation.
- h. The diploma must be made out in the full legal name of the student at the time the degree is conferred.
- i. A student who after 12 terms of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for one Fall or Spring Term in the year following. She must carry not less than 3 units or work for credit and must have a credit ratio of 2.000 for her entire college course and a credit ratio in her major of 2.000 in order to obtain the degree.
- j. A student who withdraws prior to completing the degree and wishes to return at a later date has a total of four years from the date of her withdrawal in which to complete the degree under the regulations existing at the time of her withdrawal. Beyond that, the regulations in effect at the date of her return will be in force.
- k. Exceptional cases may be referred by the Dean of the College, to the Executive Committee of the Faculty.
5. a. For senior standing a student must have passed at least 28 units of work and have a cumulative credit ratio of not less than 2.000 and must have met the degree requirements in foreign language and physical education.
- b. For junior standing in the Fall Term a student must have passed 17 units and have a cumulative credit ratio of not less than 2.000.

- c. For sophomore standing in the Fall term a student must have passed 8 units and have a cumulative credit ratio of not less than 2.000.
  - d. A student who fails to earn the units or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or nonacademic privileges of her class until she has achieved full class standing.
6. a. A student who, at the beginning of the academic year, has failed to earn the units or credit ratio or other stipulations required for full class standing may be declared ineligible to continue her college course, may be placed on academic suspension, or may be carried on the roll of her class as a Conditional Sophomore, Junior, or Senior. If carried on the class roll, she will be placed on the warning or probation list and will not be entitled to hold extracurricular office until she has regained full class standing.
  - b. Any student who fails to achieve a cumulative credit ratio of 2.000 at the end of the Fall Term will be reported by the Dean of the College, to the Committee on Student Eligibility of the Executive Committee of the Faculty which shall either place the student on warning or on the probation list, or on academic suspension, or declare her ineligible to continue her college course. **No student on warning or probation may hold any extracurricular office.**
  - c. A Student who has been on probation or the warning list for three consecutive terms, not including the Winter Term, or who has failed within one year to repair a failure in any requirement for the degree, shall normally be placed on academic suspension or be declared ineligible to continue her college course. Exceptions to this rule may be made on the recommendation of the Dean of the College by the Committee on Student Eligibility of the Executive Committee of the Faculty.
  - d. Any student whose cumulative credit ratio is below 1.000 may be dismissed from the college for a semester. Subsequent readmission would be contingent on evidence or satisfactory academic work completed at another accredited institution.
7. a. By agreement among the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not currently available at Sweet Briar College. With the approval of the appropriate department at Sweet Briar, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio.
  - b. A student involved in the Tri-College Consortium Exchange may not take over 50% of his or her courses off the home campus in any one term. Exceptions may be made by the Deans of the institutions concerned.
  - c. Application for admission should be made to the Dean of the College. No tuition will be charged in addition to that already paid to Sweet Briar College, but the student must pay any extra fees or charges and must make her own arrangements for transportation.

### C. Tests, Examinations, Grades

1. a. All tests and examinations are given under the honor system.
- b. The student's signature to any written work is regarded as a pledge of honest work.
2. a. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan approved by the Faculty. At the discretion of the instructor, an examination may be given in a Winter Term course but no time will be set aside in the College Calendar for Winter Term examinations.
- b. Course examinations are normally of two hours duration and must be terminated promptly. In some cases an instructor may wish to give an examination of longer duration.
- c. All course work must be completed by the last day of classes in each term.
3. a. "If a student is ill, it is her responsibility to make arrangements with

- her instructor(s) to complete course work, quizzes, or examinations. Verification of hospital or infirmary confinement may be obtained by request to the Health Center by the faculty member involved."
- b. "If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Instructor, take it in the Infirmary. By arrangement with the Instructor, however, she may take it after she has left the Infirmary at a time and in a place to be determined by the faculty member."
- c. Examinations and tests taken in the Infirmary are conducted under the honor system.
- d. If a student is absent from an examination for reasons other than health, she will receive an F in the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean of the College. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.
4. a. Every department shall require of its majors a demonstration of competence and comprehension in the major field which shall be known as the comprehensive requirement. The work to be done to satisfy this requirement shall be determined in consultation with the junior and senior majors and in light of current faculty policy on this requirement. This consultation shall be held early in each academic year, and the format and procedures decided upon by the department shall be reported to the Dean of the College.
- b. All work in fulfillment of the comprehensive requirement shall be completed not later than three weeks before the end of classes in the spring term of the senior year.
- c. The grade for the comprehensive requirement shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."
- d. The grade for the comprehensive requirement shall be given to the Registrar who will inform the student whether she has passed. **Grades may not be given to any student or her parents by an instructor.**
- e. If the work done in fulfillment of the comprehensive requirement is found to be unsatisfactory, the student may submit such additional work as shall be determined by the department in consultation with the Dean of the College. In no case shall a student be granted more than one year beyond the date when she would otherwise have graduated to satisfy this requirement.
5. a. Grades are to be assigned with the following meaning: A, indicates excellent work; B, good; C, satisfactory; D, poor but passing; F, failure.
- b. i. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the Fall Term but the grade given at the end of the Spring Term shall be the final grade for the year.
- ii. In year courses the numbers of which are separated by a diagonal line, the grade for each term is separately recorded but the Spring Term must be completed if credit is to be allowed for the Fall Term.
- iii. In year courses the numbers of which are separated by a comma, the grade for each term is separately recorded and graded, but the Fall Term is a prerequisite for the Spring Term unless otherwise indicated in the course description in the catalog.
- c. i. If the Fall term grade in a year course is an F, the instructor shall decide whether the work of the Fall Term must be repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring term must be repeated before a final grade may be given for the course.
- ii. If a grade of F is obtained at the end of the Fall Term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring Term and dropped after the fifteenth day of the term, a grade of F will be recorded for the year.

6. a. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean of the College, and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.
- b. *Incomplete* indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.
- c. A grade of I (*Incomplete*) may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of *Incomplete* was given. Under exceptional circumstances an extension of time may be granted by the instructor on consultation with the Dean of the College. If the *Incomplete* is not removed within the specified time, the grade of F for the course shall be recorded.
- d. It is the responsibility of a student who receives notice of *Incomplete* in a course to communicate with the instructor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.
7. a. A student with a cumulative credit ratio of at least 2.000 may, with the approval of her adviser, take one course each term on a Pass/Fail basis. A student in her first term at Sweet Briar is not eligible for this option.
- b. When a student chooses a Pass/Fail option she shall be responsible for meeting all academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the course shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of NC shall appear on her record

and shall not be counted in the computation of her cumulative credit ratio.

- c. A student must choose the course that is to be taken on a Pass/Fail basis not later than the last day for adding courses in each term.
- d. An instructor or department may exclude a course from Pass/Fail. Such courses will be so indicated in the catalog.

### D. Advanced Standing, Summer Work

1. a. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean of the College. In no case will more than 19 units of credit be allowed toward the degree for work taken elsewhere.
- b. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.000.
- c. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.
2. a. Not more than 4 units of credit for summer school work will be allowed toward the degree. **Students must obtain in advance the permission of the Dean of the College and the approval of the department concerned for each course taken in summer school if credit is desired.**
- b. No credits for summer school work will be allowed in the case of entering freshman until the student has completed her first year at Sweet Briar with a credit ratio of at least 2.000. If credit is desired, the work must have been taken *after* graduation from high school.

### E. Winter Term

1. Every student must offer three Winter Term courses, independent study projects or internships for graduation. A minimum of 2½ Winter Term units is required for graduation. A maximum of only one unit of credit can be received in any one Winter Term.
2. A course may be offered during the Winter Term for ½ unit credit at the discretion of the instructor. A student would be allowed to take two such courses in a given Winter Term.
3. Each course meeting at Sweet Briar

during the Winter Term shall meet on the first and the last days of the Winter term.

4. Instructors shall ordinarily meet with students for a total of at least 24 hours during the four weeks of the Winter Term.

### **F. Independent Study, Internship and Special Study**

1. An independent study is defined as pursuit of a research project determined in advance by the student in consultation with and with the approval of a faculty member who will act as the sponsor of the undertaking. The student's work, which may take place off campus, need not be subject to continuous review by the faculty sponsor. Independent study projects shall receive  $\frac{1}{2}$  or 1 unit credit, as determined in advance, at the discretion of the faculty sponsor.
2. An internship is defined as an off-campus work experience related to a student's academic program. An on-site supervisor and a Sweet Briar College faculty sponsor are needed for direction of the internship. Internships shall receive 1 unit credit. No more than four units of credit for internships may be offered for the degree.
3. A special study is defined as the study of a topic under the immediate supervision of a faculty member.
4. No student may be accepted for an independent study project or an internship unless she has had at least one unit of course work in the proposed field of study.
5. A student doing an independent study project or internship must obtain on her project description the signatures of the faculty member sponsoring her project, of the Chairman of the Department or Director of the Program, and of the Dean. The deadline for completing this procedure shall be the end of the second week of the Fall and Spring Terms and, for the Winter Term, one week before the end of Fall Term classes.
6. A credit ratio of C(2.000) in the proposed field of study shall be required for an admission to the independent study or internship. Freshmen therefore are ineligible for admission to independent study or internships during the Winter Term.

7. All internships shall be graded Pass/Fail.

8. Exceptions to these rulings may be made for good cause by the Dean in individual cases.

### **G. Dual Degree Programs**

1. The purpose of these programs is to satisfy the needs of the student who wishes to combine the advantages of a liberal arts curriculum with the more specialized training offered by a large institution. The general plan of study comprises three years at Sweet Briar, followed by two years at a cooperating university, and leads to the award of two degrees: the Bachelor of Arts from Sweet Briar, and the Bachelor of Science from the university.
2. The Sweet Briar degree shall be awarded at the end of the fourth year, provided that the student's work that year has been satisfactory. If Sweet Briar's commencement occurs before the fourth-year grades are available, the student will be allowed to participate in graduation exercises, but her degree will be withheld until the final grades are received from the cooperating institution.
3. In addition to the specific prerequisites of the cooperating university, the student must satisfy the following Sweet Briar requirements by the end of her third year:
  - a. Completion of three-quarters of the total units required for graduation.
  - b. Completion of the area distribution requirements.
  - c. Completion of a major field of study, except when courses at the university can be applied toward the major.
4. The comprehensive requirement should be completed no earlier than the Spring Term of the junior year.
5. In order to be eligible for the Sweet Briar degree, a student following a 3-2 program shall have spent at least two years in residence, one of which must be her junior year.

### **H. Class Attendance, Due Dates for Papers and Reports**

1. a Students shall remain in the classroom for ten minutes after the designated time for the start of class but may then leave if the in-

- structor fails to meet the class without notice.
- b. An instructor must give advanced notice of detailed requirements for papers and other major projects and the due date, so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the department chairman or the Dean of the College.
  - c. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring Terms. All work for the Winter Term must be completed by the last day of the term.
2. a. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student. The instructor shall give the Dean of the College, by the 15th of each month the name of any students whose absences, in the instructor's judgement, have been excessive during the preceding month.
  - b. All work missed must be made up promptly, and in advance of an absence if it can be anticipated.
  - c. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.
  - d. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Student Affairs before the hour set for return to the college. Students traveling by public transportation *without* confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.
  - e. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean of the College. Only in exceptional cases will she be permitted to carry a full schedule of courses.
  - f. The Dean of the College may modify at her discretion the operation of any of the rules regarding attendance.
- ### I. Honors
1. General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive requirement.
  2. The requirement for
    - a. the degree *cum laude* is a cumulative credit ratio of not less than 3.300.
    - b. the degree *magna cum laude*: a cumulative credit ratio of 3.500.
    - c. the degree *summa cum laude*: a cumulative credit ratio of 3.800.
  3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
  4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 3.300.
  5. "Freshman Honors" are awarded at the end of the Fall Term to freshmen who have achieved a credit ratio of 3.300, provided they have carried at least 4 units of graded work and received no grade below C.
  6. Sophomores, juniors and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring Term, provided they have carried at least 4 units of graded work and received no grade below C, may be named to the Dean's List as approved by the Faculty.
- ### J. The Honor System
1. If an instructor observes a possible breach of Academic Honor he/she will promptly confer with the student involved. If after conferring with the student, the instructor believes that a breach has occurred, he/she shall urge the student to report herself to the Judiciary Chairwoman of the Student Government Association. The student shall advise the instructor when she has done so. If the student fails to do so promptly, the instructor



shall report the case himself / herself to the Judiciary Chairwoman.

2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairwoman of the Student Government Association. If an instructor is in doubt about the best procedure in a given case, he / she should consult the Dean of the College.
3. **Expulsion, suspension, pledge suspension and honor probation shall be recorded on the student's transcript. The record of expulsion or suspension shall remain permanently on the transcript. Pledge suspension shall be included on a transcript until six months after the termination of the pledge suspension period. Honor probation shall be recorded on a transcript only during the period of probation.**

#### **K. Academic Advisors**

1. The Dean of the College and the Assistant Dean are available for counseling of students, with primary responsibility in the academic area.
2. The Assistant Dean serves as special adviser to freshmen and sophomores.
3. After the fifth week of the college year each freshman will be required to choose a faculty advisor.
4. After a student has chosen her major field in the spring of her sophomore year, her work will be normally directed by the advisor to majors in her department.

#### **L. Withdrawal**

A student who wishes to withdraw from college during the academic year must present to the Dean of the College the written approval of her parents or guardian, stating the reasons for withdrawal. She must clear all financial obligations before her honorable dismissal can be granted.

#### **M. Readmission**

Readmission after withdrawal from Sweet Briar is not automatic. Application for readmission should be made to the Dean of the College.

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## **LIBRARY**

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### **A. Library Collections and Services**

The Sweet Briar College Library has one of the finest collections in this part of

Virginia. It includes over 180,000 volumes, some of which are rare or unique, over 5,000 microform holdings and over 800 periodical and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library consisting of five floors of bookstacks, reading and study areas. The art, art history and music collections are located in the Shallenberger Library in Babcock; the mathematics and science materials are in the Fletcher Library in Guion.

In addition, Sweet Briar has access to library resources locally and across the country. The Library is a member of the Lynchburg Area Library Cooperative which allows students to use the facilities of academic, public and special libraries in the area. The DIALOG information retrieval system provides us access to over 50 million bibliographic citations in over 100 databases. The OCLC system contains over seven million book and non-print citations, and provides a rapid interlibrary loan subsystem.

Some of the special facilities and collections worth noting are:

#### **1. Reference Room**

This is the main service center of the Cochran Library where you will find the card catalog, over 2000 reference works including encyclopedias, directories, study guides, bibliographies, handbooks and atlases. National bibliographies are in the staff work area. All of these sources are intended for looking up quick facts or for locating sources of information, so they should be used only in this room. Assistance is available at the reference desk in the lobby.

Seating for 90 in the reference room and adjacent study gallery make this a popular study and research area.

#### **2. Circulation Desk**

Books are checked out and returned here, questions are answered, and reserve books are kept behind the desk. New books, notices of events and exhibits are displayed in the lobby near the desk.

#### **3. Book Stacks**

Most of the collection is housed on the lower three levels of the Cochran Library. Stack three contains materials in philosophy, psychology and religion. On stack two are the social sciences, language and literature books, and materials on business, and theater arts. Stack one contains the history and biography

collections, as well as the Library's periodical and microform holdings.

### 4. Browsing Room

The Browsing Room on the Main floor contains current reading in both fiction and non-fiction. Comfortable furniture makes the Browsing Room a popular place to relax or study. An audio console is available to play records and tapes.

### 5. Rare Book Room

Situated at the head of a spiral marble staircase leading to the second floor is a room containing handsome examples of bookmaking, from incunabula to books on the graphic arts and music. Three collections are particularly outstanding: George Meredith, W.H. Auden, and Virginia Woolf.

### 6. Periodicals

All periodicals in the Cochran Library, both current and retrospective holdings, are on Stack One. Current issues are on wooden shelves along one wall, arranged alphabetically; bound volumes are filed by call number in the older section of the stack. A large portion of our periodical and newspaper holdings are kept in either microfilm or microfiche. These are filed alphabetically by title. Fiche and film readers, as well as two reader/printers, are available for use. Periodicals do not circulate and should be used only on Stack One. If you need help using these materials, the Library Staff should be consulted.

Periodicals in art-music and in mathematics and the sciences are kept in the appropriate departmental libraries. Microforms in mathematics and the sciences are also in the Science Library.

### 7. Kellogg Library

The Kellogg Library located in room 101 is a small collection of children's literature and reference materials of interest to those in teacher education as well as to neighborhood children. Teaching manuals and current material on education are in Kellogg; historical and general books are in the stacks.

### 8. Art-Music Library

The art, art history and music collections are located in the Martin C. Shallenberger Library in Babcock. These collections total about 16,000 volumes. There is a separate reference

collection and card catalog. **ART AND ART HISTORY BOOKS DO NOT CIRCULATE AND MUST BE USED IN THE LIBRARY.**

### 9. Science Library

The Fanny B. Fletcher Library in Guion houses about 16,500 books and journals in the fields on mathematics, biology, physics and chemistry. Most backfiles of journals are on microfilm or microfiche. A Reader/Printer is available to make copies from microforms.

### 10. Photocopying

A multi-copy, key-operated machine is available at the Circulation Desk where attendants will help you to operate it and collect the total cost of your copies. Copies are ten cents per page. Please bring cash. The copyright law (P.L. 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be made for "private study, scholarship or research," but for no other purpose. **Students may not charge the cost of photocopies.**

The entire Library Staff is prepared to help students find the material they need for writing papers, preparing for examinations and tests, and for the pure pleasure of recreational reading.

### 11. Academic Resource Center

The Academic Resource Center (ARC) is located on the second floor of the Cochran Library. Workshops in reading, study and research skills are conducted here; the Assistant Dean has scheduled hours to meet with students with academic problems.

### 12. Richard C. Rowland Video Archive

This new facility shares space with the Academic Resource Center. A videotape player and monitor are available for student use. Tapes of dramatic presentations, poetry readings, etc. are kept on reserve at the Circulation Desk.

## B. Library Policies

1. The borrower is responsible for the prompt and safe return of all books charged out to her name. Any student who does not properly charge out a book or return it promptly is in violation of the Honor Code and is subject to the discipline of the Judicial Committee of the Student Government Association. This rule applies to the

- Main Library as well as to the Art/Music and Science Libraries.
2. The loan period for stack books is 30 days. Renewals are permitted if there are no other requests for the book. The embossed student ID is required without exception in the Main Library, though a legible signature and social security number is sufficient in Art/Music and in Science. Periodicals, reference books and art books do not circulate. Reserve books go out for three hours and many reserves may be charged out overnight. All books must be returned to the Library by the last day of examinations in the spring.
  3. Fines accumulate at the rate of 5¢ a day per book up to the replacement cost of the book. Two postcard notices will be sent, the third notice will be a bill for the replacement cost of the book, plus a five dollar processing fee. If the books are returned within a reasonable time after the third notice, only accumulated fines plus the five dollar processing fee will be assessed. Fines are not charged over vacations and January term, though students will be billed for books not returned by the end of spring term.

Reserve fines are 25¢ per hour for each item and accumulate up to the replacement cost of the item. Overnight reserves are due 1½ hours after opening the next day.

Books which have been lost should be reported immediately; the overdue fine will be suspended from that date until the book is located. If the material is not located by the end of the term, the cost of replacement as well as the five dollar processing fee must be paid in full by the student. If lost books are found the student's money will be refunded, except for the processing fee. Bills for overdue and lost books must be settled at the end of both fall and spring terms.

4. Books and periodicals should be considered as college property for general (not private) use. Many are now irreplaceable and need to be handled with care. Never underline or mark a library book and please protect them against bad weather outside the Library. Report any damage to a book to a librarian at the Circulation Desk.

5. Food or drink must not be brought into any part of the Library. Smoking is permitted in designated rooms only.

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## DORMITORY POLICIES

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### A. Dormitory Regulations (including all Campus Housing for Students).

*The College reserves the right to enter all college facilities at any time to make periodic inspections of its properties.*

*ANY VIOLATION OF ANY OF THE FOLLOWING RULES WILL BE SUBJECT TO A FINE OF AT LEAST \$5.00. IN ADDITION, THE VIOLATOR MAY BE BROUGHT BEFORE HOUSE PRESIDENTS COUNCIL AND THE STUDENT OR ORGANIZATION OR DORMITORY WILL BE CHARGED FOR THE COST OF REPAIRS OR REPLACEMENT RESULTING FROM ANY SUCH VIOLATION OR FOR REPAIRS REQUIRED FOR DAMAGES INFLICTED IN ANY OTHER WAY.*

#### 1. Animals\*

Animals may not be brought into the residence halls by students nor kept there nor on the campus. Fines will be \$25. Animals will be removed from the dormitory or dormitory area at once by the security police force. The animal that is unidentifiable as to ownership will be sent immediately to the Humane Society of Amherst. The animal whose ownership is identifiable will be kept by the security police for 48 hours prior to its being transported to the Humane Society. This interval should give the student-owner sufficient time to make arrangements for getting the animal off the campus.

#### 2. Attics

Students are not permitted to go to the attics. If luggage is wanted from the attic, the *request must be left in writing in the janitor's box before noon of the day it is needed*. Keeping one suitcase in your room for late travel plans is recommended.

Under no circumstances is any student allowed to enter the dorm attics unless they are accompanied by a female member of the Halls of Residence staff. Entry into this forbidden area without proper permission is

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\*Violation of regulation may carry not only a fine but also confiscation of equipment, article, or animal.

a violation of House Rules and will be dealt with by House Presidents Council.

The removal of any item from an attic that does not belong to you or that you have not received permission to attain is an honor violation and will be dealt with by the Judicial Committee.

### 3. Decorating Rooms

a. Nothing (including thumb tacks, nails, screws, pins, stickers, tape or adherent of any kind, paste of any description) may be attached to the walls, woodwork, doors, metal trim, or furniture in the college buildings either in student rooms or in public areas.

b. Hanging pictures: All dormitory rooms are equipped with picture moldings from which pictures, posters, mirrors and wall shelves can be hung. Picture molding hooks and picture wire may be obtained from the Director of Residence Halls.

c. Curtain rods and towel racks are college property and are supplied as permanent fixtures of every room. Necessary adjustment will be made by the carpenters if requested. Cafe curtains are not allowed.

d. Pin-up lamps are not permitted.

e. **When a student moves into a room she is advised to check the room for any damages as listed above. Bring any problems of damage or repairs needed to attention of Director of Halls of Residence immediately to avoid fines.**

### 4. Electric Appliances\*

To reduce fire hazard and overloading of electrical circuits, the use of electrical food preparation and ironing appliances is not permitted in dormitory rooms, halls, or parlors. Kitchens and service rooms are provided in the dormitories for those functions. Reasonable use of other electrical appliances which do not present unusual hazard or high electric load are permitted in dormitory rooms. Small portable electric refrigerators not exceeding 4.5 cubic feet in storage volume, 80 pounds in total gross weight, which require less than 240 watts of electricity in normal operation will be permitted in dormitory

rooms provided the room resident assumes full and complete responsibility for acquiring, moving, maintaining and/or final removal of the same. The college may not be called upon for crating or shipping these appliances.

No electric appliance may be used in the dormitories under any circumstances unless the appliance as a whole (not just the cord) has been approved by and bears the seal of Underwriters' Laboratories, Inc. (U.L. Listed).

### 5. Food Storage

Food not stored in kitchenette or private refrigerators should be kept in tin boxes, in screw-top jars, or other sealed containers.

### 6. Furniture

Student rooms are furnished with beds, chest-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases (or subscribe for laundry service for these), blankets, and mattress pad. *No furniture is to be removed from any student room.* If you have double-decker beds in your room and do not wish to leave stacked, see the Director of Halls of Residence. Beds are NOT to be dismantled or a mattress removed from its bedstead. If beds are dismantled without permission, a \$10.00 fine will be imposed. No mirror is to be separated from the dresser. Separating mirrors from dressers will also result in a \$10.00 fine. Furniture is not to be removed from public areas.

### 7. Trunks

Trunks and boxes must be unpacked and tagged for attic storage within five days of the opening of college in the fall.

### 8. Public Areas

For fire and safety reasons, hallways must be clear at all times. Students must refrain from leaving personal belongings in dormitory halls, bathrooms, maids' closets, and kitchen areas\*. In addition to being unattractive and an inconvenience to other residents, these items (dishes, clothing, boxes, etc.) are a hindrance to the housekeeping staff and can be dangerous in an emergency dorm evacuation.

### 9. Mattress Pad

A mattress pad must be furnished and used by every student beginning her first night in residence.

\* Violation of regulation may carry not only a fine but also confiscation of equipment, article, or animal.

10. Rugs

Rugs of any size will be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. Since rugs may *not* be stored at the college over the summer at the end of the year, you are to take your rug home or send it to be cleaned and stored. If sending to the cleaners, roll it, tie it securely and tag it clearly with your name. If you are planning to be away the first term, indicate the date you wish the rug returned.

*The privilege of having large rugs was given with the above understanding and is subject to removal if abused.*

11. Water Beds and Beer Kegs\*

Such equipment is prohibited in student rooms.

12. Summer Storage

a. SWEET BRIAR ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT AT THE COLLEGE TO BE MOVED OR STORED. STUDENTS ARE ADVISED AGAINST LEAVING ARTICLES OF VALUE IN STORAGE.

b. Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College.

c. To provide improved protection for students' belongings, summer storage is provided in the trunk storage building at the power house complex. All such storage will be at the students' own risk. While the college will take reasonable steps to protect stored property, it specifically disclaims any liability for damage, theft, fire, water or any other cause. The student is responsible for packing and transporting all items to and from the storage building and for being sure that only standard size boxes (of the sizes sold in the Book Shop) are properly and securely packed. If a student needs help transporting a trunk to the storage area, a written request should be placed in the janitors box, located in each dormitory. The

storage of bicycles and rugs is not to be included in this facility.

d. i. Articles must be securely packed. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged with the owner's name and new room assignment. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall.

ii. Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.

iii. All articles that can be reasonably fit in a box must be boxed before they will be accepted for storage.

e. As the College has no moth-proof store-rooms, students are advised to send blankets home or to a laundry or dry cleaner for cleaning and storage.

f. All items placed in storage must remain in the storage building until college reopens in the fall. In the case of a non-returning student, stored items can be shipped collect when the storage facility is opened in the fall. This requires written permission from the Dean of Student Affairs and a written request from the student.

g. Every student is expected to clear her room of rubbish and leave it in order as it was on her arrival in September. A \$25.00 refundable room cleaning deposit is charged in September.

h. At the close of the college year each student, except members of the graduating class, must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped. Graduating students may remain in the dormitories until 6 p.m. on Commencement Day. Residence Halls will close for the summer at 6 p.m.

14. Room changes made without approval of the Housing Coordinator will result in a \$25.00 fine.

\*Violation of regulation may carry not only a fine but also confiscation of equipment, article, or animal.

15. Overnight (away from room)

If staying overnight in any place other than her own room (including the Infirmary), a student is urged to leave a note on her door giving full information concerning her whereabouts.

16. Woman visitors in the dormitories

No guests may stay in the dormitories more than 3 consecutive nights without approval from the Office of Student Affairs.

17. Male visitors

- a. A student may entertain a male visitor in her dormitory room according to the listing below:

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**VISITATION OPTION #1**  
(3rd floor Reid)

Mon.-Thurs.	None
Fridays	12 noon-1 a.m.
Saturdays	12 noon-1 a.m.
Sundays	12 noon-10 p.m.

**VISITATION OPTION #2**  
(all other halls)

Mon.-Thurs.	12 noon-12 midnight
Fridays	12 noon-3 a.m.
Saturdays	10 a.m.-3 a.m.
Sundays	10 a.m.-12 midnight

It is the responsibility of every student to know, support, and abide by these hours. It is her right and her responsibility to ask fellow students to escort their male guests out of the dormitory after the close of visitation hours. In this event, she may request assistance from her House President, Student Affairs staff members, or a Security officer.

The following steps will be taken by a security officer regarding unattached dates at Sweet Briar after the closing hour:

- Individual, or individuals, are to be informed that they must leave the campus (1st offense only).
- If, after a reasonable period of time, he or they persist in staying, a security officer should approach the subject, or subjects, and state, "Gentlemen, or young man, your right or license to stay on this property has expired. I will give you . . . minutes to leave or you will be subject to arrest on the charge of trespass" (1st offense only).

- b. A student may take her father or brother to her room on any day from 6:00 a.m. to closing hour, but she should see that the other girls on the hall are notified.

- c. Each dorm has the right to close the house to men on any particular night. A one-third vote, taken by a secret ballot, of those present and voting at a house meeting at which there is a quorum of two thirds, is required to close the dorm for any one night or succession of nights.

- d. Any student entertaining a male guest in the dorm must accompany him at all times. **THIS INCLUDES MEETING HIM AT THE DOOR AND ESCORTING HIM OUT OF THE DOOR.\***

- e. The above provisions are subject to a mandatory review annually by College Council, no later than its April meeting.

18. a. All guests must abide by the dormitory and campus regulations.

- b. The student hostess is responsible for her visitors' and guests' behavior.

## B. Closing Hour

1. The campus Closing Hour is 12 midnight on weeknights and 3:00 a.m. on Fridays and Saturdays. Students are admitted to the dormitories after 8:00 p.m. through a key system. Keys are available at the beginning of the college year for a cost of: Three dollars (not refundable). These keys are made to fit only the "Key" doors of each dormitory; the key door being the front entrance doorway.\*

In case of loss a duplicate will be issued, at a charge of three dollars. *Keys may not be duplicated except by the College.* Duplicating a key is an honor offense.

A dormitory key may not be borrowed or used by ANYONE other than the student to whom it is issued. When the Administration of the College deems it necessary to change dormitory locks for security reasons, each student will be charged an additional fee of three dollars for a re-issued key.

**For security reasons students are under obligation to see that the "key" door is locked after them when enter-**

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\*Gray Dormitory's key doors are the doors facing the old Refectory and facing Benedict.

\* Meta Glass Dormitory's key doors are the doors facing the Health Center and Grammer Dormitory.

ing or leaving the dormitories after 8:00 p.m. The exit likewise is to be through the "key" door only. No door is to be propped open or opened by a student within the building to allow a student or guest to enter after 8:00 p.m.

2. When returning to campus after the Closing Hour, students must leave their dates at the key door of the dormitory. Men are not allowed on the campus between the Closing Hour and 6:00 a.m. except to pick up or leave a date.

### **C. Recesses**

Students returning from Thanksgiving, Christmas, and Spring Vacations may not arrive on campus before 1:00 p.m. on the designated day of return.

### **D. Quiet**

1. Students, out of consideration for others, should be reasonably quiet at all times in the dormitories.

Particular emphasis shall be given to maintaining quiet in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During the weeks of examinations, there shall be 24-hour quiet hour.

2. Any student, as a member of the Association, shall have the right to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and privacy of others, she may bring the student or students creating disturbance to the House Presidents Council.

### **E. Resident Coordinator / Resident Counselor**

The Resident Coordinator is a Student Affairs professional who is responsible for developing an atmosphere within the residence halls which stimulates personal growth, encourages individual responsibility in decision making, and provides for an acceptance of others. This person strives to reduce the impersonal aspects of campus life through programming, working with the R.A.s and House Presidents, individual and group problem solving, and personal counseling.

The Resident Coordinator lives in an apartment in the residence halls.

In addition to the Resident Coordinators, there are a few members of the faculty or staff who serve as Resident Counselors in the residence halls. The

Resident Counselors are available to give counsel on personal, social, or academic problems.

There will be a Resident Coordinator or Resident Counselor-on-call who can be reached through the Information Office at any time.

### **F. Resident Advisor**

Each residence hall is staffed by at least one student Resident Advisor who is under the guidance of the Office of Student Affairs. Her main concern is for the student as an individual.

Resident Advisors are trained and expected to listen to other students as peers, offer constructive alternatives if necessary, refer students to others who may be of more assistance, help whenever possible when emergencies arise in the residence halls, and aid in strengthening the residence life at Sweet Briar.

It is our hope that with Resident Coordinators, Resident Counselors, Resident Advisors, and House Presidents to assist her, a student's adjustment to college life will be a healthy and rewarding one.

### **G. Keys to Student Rooms**

A room key will be available for each student during scheduled check-in hours in September. Likewise keys to top dresser drawers and closet doors in Meta Glass are available. A deposit per key will be required. The deposit will be refunded when each key is turned in.

In case of LOSS of a key, you are asked to report the same to the Office of Student Affairs. A duplicate key can be provided at a cost of \$1.00.

If you are *MOVING* from one room to another, you are to turn in to the Housing Coordinator or Resident Coordinator the key to your present room and are to secure a key to your new room from her at the Office of Student Affairs.

At the end of the college year or at withdrawal, all keys are to be turned in according to instructions provided by the Office of Student Affairs. Failure to turn in your room key will result in loss of your deposit and a fine.

Dresser and closet keys in Meta Glass are to be exchanged, NOT dresser drawers *PLEASE*.

If you are *LOCKED* out of your room, you should contact your roommate regarding entry. If she is not on campus, you may telephone your Resident Coordinator or Resident Counselor up to 10 p.m. After that

\*Students should not allow unescorted males to enter residence halls.

hour, call a security officer at 5550.

**CAUTION:** A wait most likely will be necessary.

A \$25.00 fine will be assessed for replacement of missing or stolen door locks.

### **H. Fire Prevention**

1. **INTENTIONAL RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS OFFENSE AND WILL BE TREATED ACCORDINGLY. THE PENALTY IS SUSPENSION FROM THE COLLEGE AND POSSIBLE CRIMINAL ACTION.**
2. To ensure unimpeded exit from the buildings, nothing may be placed on the fire escapes or ladders. A student will be fined \$5.00 for using the ladders for other than a drill or fire.
3. **Fire Prevention Regulations**
  - a. No fire may be made in any room.
  - b. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Office of Student Affairs.
  - c. **Smoking is FORBIDDEN** in the following places:
    - i. Dormitories: *in stairwells, halls, and corridors.*
    - ii. Academic buildings except seminar rooms.
    - iii. Faculty and staff offices unless a faculty or staff member is present and gives permission.
    - iv. The Book Shop, Babcock Auditorium, and the Chapel.
    - v. The Library except in the two smoking lounges in the stacks and in other designated rooms.
4. The campus fire department assists in the avoidance of possible accidents. Fire drills are held during the night or day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The assistant house presidents will assist the house president in clearing the floor.

**Students are reminded that they are liable for any damage to property or for injury to others resulting from their negligence. Accordingly, students are cautioned to be careful when lighting, smoking, and putting out cigarettes. Regulation ashtrays and metal waste cans may be purchased at the Book Shop.**

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## **COLLEGE POLICIES**

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### **Day Students**

1. **Meals**

Day Students are to present a meal ticket for any meal taken in the college dining rooms. Meal tickets are obtainable at the Information Center.

Please see Food Service office for details.
2. **Automobiles**
  - a. **Registration**

Automobiles belonging to new students and new or different automobiles belonging to students who have previously registered other automobiles, are to be registered in the Security Office in Manson. See Handbook, page 35, for recommended minimum liability insurance limits.
  - b. **Parking on campus**

During the day parking is allowed in front of the Gymnasium.
3. **Day Students' Room**

08 Randolph is the Day Students' Room.

### **Campus Employment**

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid (except freshmen) are normally expected to hold self-help jobs, they will be given preference in job placement.

### **Delinquent Accounts and Bad Checks**

No student who is in arrears to any department or enterprise of the College will be permitted to take term examinations, nor may she receive a grade report, transcript or diploma. A fine of ten dollars will be charged for any check returned for any reason. If more than one check is returned, the student will lose check cashing privileges for the remainder of the academic year.

### **Identification Cards**

An I. D. card is issued to each student at the beginning of the college year. The student is under her honor not to tamper with nor to borrow or lend this card. The I. D. card is required for the cashing of checks at the Treasurer's Office and may be called for by any department of the College.

Replacement of lost I.D. cards for a \$2.00 fee is completed at the Office of Student Affairs.



## Responsibility for Property

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

There is to be no painting of any college property, except the freshman hitching post and the sophomore rock. There is to be no painting of individual or stage property in any area of the dormitories or residence halls except in Grammer Commons. Any violation of this will mean that the individuals or the clubs responsible for the damage will be billed for paint removal or for redecoration of the area in question.

## Scheduling Events / College Calendar

1. The college calendar is located in the Office of Public Relations and is under the supervision of the Calendar Coordinator. Approval for all events, whether or not they are to appear on the weekly calendar, is required. Appropriate forms are located in the Public Relations Office.
2. All student sponsored events require the signature of the Dean of Student Affairs. Food or Buildings and Grounds services (for any equipment set-up) require special signatures on yellow sheets available in the Office of Public Relations. Food service arrangements should be made well in advance.
3. Tentative reservations will be held for only 48 hours by Public Relations.
4. The weekly mimeographed calendar is compiled and published in the Office of Public Relations. All events listed on the calendar *must be approved by noon of the preceding Wednesday*. All events which do not need to be listed must be approved at least 24 hours prior to the event.
5. Any avoidable time changes, cancellations, etc., should be made prior to the calendar deadline preceding the event.

## Publicity Guidelines

1. Off Campus
  - a. Media relations and off-campus publicity relating to Sweet Briar College, its students, faculty, and programs are handled through the Office of Public Relations. This office issues new releases, hometown

stories, and feature stories about students and is interested in learning about student activities and accomplishments.

With the exception of engagement and wedding announcements, any material a student wishes to submit to any of the media should be cleared with the Director of Public Relations. If occasion for publicity arises unexpectedly, a student may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

- b. In case of an automobile accident, a student should give only her name and college address to any reporter or photographer. In the interest of the owner of the car and his / her insurance coverage, it is important that information be given only to police authorities, and that should be factual. Students are advised not to sign any report of the accident or to assume any liability, except at the direction of the police.
2. On Campus

Any reporter, photographer, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on campus. The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and clearances approved to insure cooperations from the members of the community and to protect the College, students, and others from unwanted publicity.

Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

## Fund Raising

Any fund-raising projects, either on or off campus, should be cleared in advance with the Director of Development.

The stipulations regarding publicity and fund-raising are made to prevent conflicts with college-wide fund-raising programs and to promote the best interests of the college community in this area.

## Solicitors

No off-campus solicitors are permitted in the dormitories. In case any such person

is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

### **Food, Merchandise, and Service Sales**

Any group of students, any organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Student Affairs and the Vice President and Treasurer. Off campus stores, organizations, or individuals must confine their activities to the Wailes College Center. There is a fee for the use of a room in this facility. Fee is subject to change at any time.

### **Regulations Concerning the Use of College Property and Facilities**

1. Written permission for the use of college property—including rooms, equipment, and campus areas—for other than their usual function and purposes by any individuals or groups, whether they are associated with the College or not, must be obtained in advance from the appropriate member or members of the College administration.
2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alumnae Records, Development Office for Parent Records, and others) at least three weeks in advance of the planned mailing date.
3. Such requests must be accompanied by copies of all materials to be included in the mailing.
4. Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations before the mailing can be processed.
5. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.
6. Letters or statements must be signed and envelopes must carry the name of an individual to whom replies may be directed.
7. College stationary and envelopes are not to be used.

### **Married Students**

If a student enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of her marriage plans at least a month in advance of the marriage. Since there is no student housing available for married couples on campus, the student and her husband are responsible for making off-campus housing arrangements.

### **Miscellaneous**

1. Students are expected to attend Conventions.
2. Each student is reminded that she, in her behavior off campus as well as on, is a representative of the Sweet Briar Community.
3. Students are asked to respect Sweet Briar property and to use their influence with their guests to do the same.
4. STUDENTS ARE REMINDED TO RESPECT THE PROPERTY OF OTHER PEOPLE LIVING IN THE SWEET BRIAR AND AMHERST COMMUNITIES. TRESPASSERS MAY BE PROSECUTED IN COURTS OF LAW.

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## **SOCIAL REGULATIONS**

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### **A. Statement of Compliance**

*Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. We intend to adhere to the letter and spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to employees therein and to admissions thereto save where excepted under subpart C 86.15 (a). In addition, Sweet Briar College adheres to a policy of non-discrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admission.*

### **B. Statement on Discipline**

*Any student accepting a place at Sweet Briar should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or the College itself.*

*In any extreme or clearly dangerous situation the judgment of the President suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee can be arranged. This procedure will be accomplished as quickly as possible.*

*Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.*

*The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.*

### **C. Drinking Regulations**

Consumption of alcoholic beverages at Sweet Briar College, either by students or their guests, shall be controlled by the laws of Virginia and / or Amherst County. The above-mentioned laws make illegal the following:

1. The sale of alcoholic beverages to persons under 21 years of age (beer may be sold and served to those 18 years and older, but "take out" privileges for beer is 19 years of age and older).
2. The falsification of age by persons under 21 in order to purchase alcoholic beverages.
3. The purchase of alcoholic beverages for another person when there is reason to believe that person is under 21.
4. The serving of alcoholic beverages (except beer to those 18 years and over) to any person under 21 whether in a private home, club, party, or other place.
5. The transportation of alcoholic beverages unless containerized in paper bags or cartons which render the identification of the contents unrecognizable.

In addition, any person who serves alcoholic beverages to a minor or, for that matter, to a non-minor may become liable for any resulting accident or injury which occurs. Either criminal or civil liability, or both, may result in such cases if it can be demonstrated that such action was a contributing cause of the accident or injury.

College regulations prohibit consumption of alcoholic beverages in all academic and public areas of the college, by either students or their guests, with the excep-

tion of the Boathouse, the Chef's Kitchen, the Picnic Grounds, and other areas officially designated by the Office of Student Affairs. In the Wailes Center purchase or consumption is limited to beer for those 18 years and older. Purchase to "take off" the premises is limited to beer for those 19 years and older. Wine may only be purchased or consumed by those 21 and older. Food and non-alcoholic beverages must be served at any event at which alcoholic beverages are offered at Sweet Briar College. Honor Code Principles apply.

It shall be the responsibility of each member of the Sweet Briar community to know and to comply with all pertinent laws and college regulations and, further, to help prevent any abuses or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the college community for the highest standards of conduct and behavior, not only of themselves but also of their guests.

Any special permission for exceptions to the regulations above must be obtained from the Dean of Student Affairs. It should be noted that, in general, beer may be served, with permission, at college-approved social functions held in public areas. Hallway parties and kegs of beer are prohibited in the dormitories. The beer to be served under these conditions is to be purchased by the student chairman of the party.

### **D. Statement of Drug Policy of Sweet Briar College**

1. According to Virginia State Law, it is illegal to possess or distribute a wide variety of drugs.
2. Police and College Security have the responsibility for law enforcement and may search a student's room if they have evidence that the law is being broken. As a protection for the rights of students, the College has stated, however, that it will not condone such a search unless a proper legal warrant has been obtained.
3. As an educational institution, Sweet Briar is concerned with informing students of the personal and community consequences of the use of drugs and thus with helping them make responsible decisions in this

area. Any student who approaches an official of the College seeking help or treatment for a drug problem will be given every possible assistance. In this case, all disclosures by the student will be treated with complete confidentiality and no disciplinary action will be taken. A counselor as well as a peer counseling group are available to counsel students seeking help with drug problems. Also, literature on drugs is on reserve in the Mary Helen Cochran Library.

4. In the event that an incident of drug abuse comes to the attention of the Administration other than by self-report, the following guidelines will determine the course of action to be taken:
  - a. Any student reported to have illegal drugs (including marijuana) on campus will, at the discretion of the Dean of Student Affairs, be subject to a probationary status, will be advised to seek counseling, and / or will be referred to a hearing board for possible disciplinary action, especially in the case of a repeated offense. In the latter instance the board may recommend any one of a range of penalties from the college including expulsion.
  - b. Any student found to be engaging in the sale or distribution of illegal drugs on campus or for use on campus will generally be reported immediately to appropriate civil authorities. In such a case, the Administration will also bring a complaint before an internal hearing board. A guilty verdict would result in a recommendation for expulsion from the College.
  - c. Any nonstudent found to be engaging in the sale or distribution of illegal drugs at Sweet Briar will be reported immediately to civil authorities, and, if applicable, a complaint will be filed with appropriate college authority.
5. Because of the many issues involved, each report of possible drug abuse off campus will be considered in relation to time, place, and circumstances of the instance in question. In the event of such an abuse in which Sweet Briar may be directly or indirectly involved, the Administration reserves the right to file a complaint with the appropriate authority, regardless of parallel legal proceedings.

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## SECURITY

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Sweet Briar College has around-the-clock security coverage. Anyone who needs the assistance of a security officer or who wishes to make a report to campus police should dial 5550. This telephone number is answered at the Information Center when no one is in the Security Office, which is found on the ground floor of Manson Dormitory. The security officers make periodic rounds of the campus and can receive messages by mobile unit from the Information Center.

Even more importantly, students should exercise care and precaution to avoid possible danger and to protect themselves.

### ***A. The following suggestions for protection are offered and urged***

1. Be certain dormitory doors are closed and locked when using them after closing hour.
2. Do NOT use the door to the Macke Room (between Reid and Grammar) after it has been locked at night.
3. Do NOT walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place; stay on walks and established paths and avoid walking near shrubbery.
4. Avoid driving at night alone.
5. Check your automobile before getting into it and lock all doors after entering.
6. Do not hitchhike or pick up hitchhikers.
7. Always stay with your date so that no strange men will be wandering around the campus.
8. Report all strangers or suspicious people to a security officer immediately, giving license number of the car or any identification of the car or person.
9. Report to the Resident Coordinator or Resident Counselor on call to a security officer any concern for the safety or absence of a fellow student.
10. Lock your bedroom door.

### ***B. Campus Limits***

Campus limits are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the monument above the dairy as far as the monument, and the Outing Cabin via direct route.

### **C. Lost and Found**

Lost and found service is under the supervision of the Security Police. Lost articles should be reported to the House President and a loss report filed with the Dean of Student Affairs within 24 hours of the discovery of loss. Lost articles not claimed at the end of a year will be disposed of by the college.

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## **VEHICLES**

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Students and guests bring automobiles to the campus at their own risk. Sweet Briar College cannot be responsible for the safety or theft of, or damage to, any automobile or other conveyance brought to or left on the campus.

### **A. Bicycles**

1. Regulations
  - a. All bicycles must be equipped with red reflectors or red reflecting tape.
  - b. Any bicycle ridden at night must be equipped with a light.
  - c. All bicycles should be registered with the Department of College Security.
  - d. Parking
    - i. At no time should a bicycle be parked on any portion of the campus roads or walkways, nor on the arcades, nor in the public areas of the dormitories.
    - ii. Students will be expected to park their bicycles in racks provided in designated areas.
2. It is recommended that you lock your bike when it is not in use and that you tag it with your name and address.
3. Storage
  - a. It is the responsibility of the student to store her bicycle according to regulations posted at the closing of school.
  - b. Bicycles will be sold if left for a period of 1 year after students graduation or withdrawal.

### **B. Taxis**

Students are requested to use the regular college service of Jordan Taxi Company: 946-7825.

### **C. Vehicles**

1. Any student, with the exception of one receiving financial aid grant above

\$1,800 from the college, may keep a vehicle on campus or in the Amherst-Lynchburg area.

2. A student vehicle is subject to the following requirements:
  - a. Registration with the chief security officer within 24 hours of arrival on the campus or else the vehicle will be subject to towing\* at the student's expense.
    - i. Information to be provided:  
License plate number, ownership and title of car, complete description (model, make, type, color, capacity).
    - ii. Parking fee to be paid at time of registration:  
The fees are \$30.00 for the year and \$5.00 for a period of one month or more than 24 hours. The check for this should be made payable to Sweet Briar College.
    - iii. Each vehicle must bear a decal after (i) and (ii) above have been met. Decal is to be placed on the right side of the rear bumper within 24 hours after registration.
3. Parking regulations
  - a. All students must park their vehicles in their assigned parking areas from 7:00 a.m. until 5:00 p.m. Monday through Friday. Due to the limited nature of parking on campus, it is necessary that you abide by this regulation.

● **Faculty & Staff Parking Areas—no parking at any time and subject to fine and towing on first and subsequent offenses.**

● **Information Center parking area—20 minutes.**

● **No parking in Fletcher Parking Lot during business hours. Towing enforced on first and subsequent offenses.**

● **No parking in lot adjacent to Mansion.**

● **Quadrangle area only with special permission from Security Police.**

● **Wailes Center only when patronizing the center or using the laundromat.**

- No parking on walkways, fire lanes, or lawn areas, enforced by fine and towing on first and subsequent offences.

- b. Enforcement of misparking and regulations governing the use of automobiles on campus:

- i. Fines

1st offense—a fine of \$5.00

2nd offense—a fine of \$5.00

3rd offense—a fine of \$5.00 and withdrawal of privilege of operating a car on campus for a period of 30 days. The car must be removed from the campus within 24 hours after the 3rd offense. A student violating this requirement will have driver privilege suspended.

- ii. Towing

- a. When it becomes necessary to tow a vehicle, the person to whom the car is registered will be charged the towing fee, **regardless of whether the towing is actually completed.**

- b. When towing has taken place, check with Security Police to find out which towing service was used.

- c. **The college will not be liable for any damage resulting from towing.**

- iii. Payment of Fines

All fines must be paid at the cashier's window in Fletcher Hall within a period of 10 days after the car is ticketed. Failure to do so will result in suspension of the privilege of maintaining a car at Sweet Briar for a period of 30 days the first time, and possible permanent suspension of driving privilege thereafter.

- c. Guest automobiles, at Sweet Briar for overnight, must be registered with Security Police no later than 45 minutes after closing hours.

**Guest vehicles will be towed away 45 minutes following closing hour if they are not properly registered. The college will not be liable for any damage resulting from towing.**

- 4. Miscellaneous

- a. Students operating their automobiles in reckless or irresponsible manners will be subject to fine.

- b. Any serious accident or one which involves injury to other persons must be reported promptly to the Department of College Security at Sweet Briar.

- c. The following minimum insurance coverage is recommended by the College:

Bodily Injury

\$ 50,000 each person

\$100,000 each accident

Property Damage—\$10,000

Medical Payments—\$1,000 for each person

- d. It is understood that students will comply with their individual insurance regulations concerning borrowing, lending, and riding in cars.

- e. Due precaution should be taken not to overload the automobile with too many passengers.

- f. Students may not ask to borrow an automobile owned by a faculty or staff member.

- 5. **WHEN A STUDENT WITHDRAWS FROM THE COLLEGE OR COMPLETES HER WORK AT SWEET BRIAR, SHE SHOULD REMOVE THE SWEET BRIAR DECAL FROM HER AUTOMOBILE ELSE HER CAR WILL BE SUBJECT TO STUDENT, NOT GUEST, REGULATIONS WHEN SHE VISITS THE CAMPUS.**

### D. Car Rental System

The College has two automobiles to rent to Sweet Briar Students who are 18 years of age or older and who are licensed drivers. Rental fees and special requirements of rental are posted on dormitory bulletin boards and at the Information Center. Forty-eight hours is the maximum duration for rental. Each vehicle carries comprehensive, liability, and property damage, and collision insurance. Any loss or damage to a rented vehicle up to \$100.00 is the lessee's responsibility.

Reservations for use of the car, as well as the rental procedure are handled through the Information Center at Sweet Briar.

### E. Vehicles for Clubs and Organizations

A system of transportation has been implemented whereby College vehicles may be used by students for approved activities and cultural events (lectures, concerts) within a 100 mile radius of Sweet Briar, plus

Williamsburg, Virginia and Washington, D.C.

The Dean of Student Affairs is responsible for approving such activities and the usage of the vehicles. Cost is .15 per mile, and .50 an hour (\$2.50 minimum). If you would like to make use of this system of transportation, please see the Dean of Student Affairs at least a week in advance of the trip, so he may reserve the vehicles (if available) for you and explain the vehicles sign out procedure.

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## **COMMUNICATIONS AND TRANSPORTATION**

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### **A. Communications**

The College may be reached by telephone or telegraph. Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-257-2221. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 2812 Bedford Avenue in Lynchburg, Virginia.

There are "on-campus" phones on most dormitory floors also. For calls to Amherst there is a charge of twenty cents (20¢) from a pay phone. A call to Lynchburg will be long distance rates. ALL students are permitted to have phones of their own.

### **B. Shipping**

When shipping trunks, baggage or packages they must be sent PREPAID and should be checked to Sweet Briar College, Sweet Briar, Virginia.

Trunks, baggage, or packages being shipped from Sweet Briar College are usually arranged for with United Parcel Service. Special instructions concerning procedure will be provided by the Student Affairs Office. Tags and bills of lading are available at the Information Center.

Boxes, tape, and string may be purchased at the Book Shop.

### **C. Trains**

To provide service to the Sweet Briar Community, the Southern Railway stops at Monroe (Virginia) Station. Those who wish to check on schedules, make reservations, and order tickets, with the understanding that the ticket will be picked up at Monroe Station before boarding the train should call the toll free Amtrak number, 1-800-523-5720.

### **D. Planes**

Lynchburg is serviced by Piedmont Airlines and reservations should be made far in advance of one's desired departure and arrival times. The toll free number is 1-800-334-8661. Air Virginia commuter service makes connections with flights from Dulles and Baltimore-Washington airports.

### **E. Buses**

Amherst and Lynchburg are both serviced by Continental Trailways and Greyhound bus lines.

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## **RECREATIONAL AND CAMPUS FACILITIES**

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The facilities on campus available for student use include: the Boathouse, the Outing Cabin, the Picnic Grounds, the Chef's Kitchen, and the Wailes Center.

Information concerning the Boathouse, and Picnic Grounds, may be obtained at the Information Center. Before a student can reserve the Boathouse, she must obtain the necessary form from the Assistant Dean of Student Affairs. A student may sign out the Wailes Center, the Chef's Kitchen, or Bistro through the manager of the Wailes Center.

### **A. Boathouse**

1. Students should reserve the Boathouse at least one week prior to their scheduled event. Upon reserving this facility, the student will be asked to provide a deposit of \$25.00. This deposit will be returned if the building is left clean and presentable for the next group. If not, the entire amount will serve as a fine and be forfeited; in addition the student will be billed for any damages that occur. Deadline for return of deposit: 2 weeks after use. The person(s) who signs to reserve the facility will be responsible for the care of the building and property and for the behavior of all guests. She should remain at the party and be the last to leave. She should call a security officer if the party is getting out of control (\$550).
2. A \$25.00 payment and \$25.00 deposit is required for any event involving non-Sweet Briar students. A Security officer must be hired by the student hostess for this event. A maximum of four parties involving non-Sweet Briar

students on two designated nights during the week (Sunday-Thursday evening) will be permitted at the boathouse and Wailes Center.

3. The hostess should notify a security officer (5550) when she is ready to go to the Boathouse. He/she will unlock the building and see that everything is in order.
4. Rules or expectations:
  - a. Doors are to be unlocked from both sides.
  - b. The Virginia State law on the consumption of alcoholic beverages must be observed.
  - c. Care of furniture and property is expected.
  - d. The fire is to be left as is with the screen placed in front of the fireplace for protection; a security officer will extinguish it.
  - e. The building is to be left in good order: debris, empty bottles, and cans are to be put in waste containers at the main entrance. The floor is to be swept and trash put in waste receptacles.
  - f. Students and guests must leave the facility by 12 midnight, Sunday-Thursday, 2 A.M., Friday and Saturday.
5. It is hoped that students and guests not only will enjoy the Boat House but will treat it with kindness and respect in fairness to others who will follow and in fairness to those who must maintain the area.
  - a. The recommended outside limits are 75-100 people.
  - b. There is to be no parking past the hedge. The roadway by the Boat House is to be an open thoroughfare.
  - c. The lower level is not to be used as a party area.

### **B. Picnic Grounds**

On the road to Monument Hill is a large area cleared and equipped for picnics with tables and benches, cooking grills, water and electric lights. The area may be reserved by registration at the Information Center. Alcoholic beverages may be consumed at the Picnic Grounds in accordance with the Virginia State law.

### **C. Chef's Kitchen**

The Wailes Center provides an area for student entertaining through a sign-up

procedure with the Wailes Center Manager. A deposit of \$25.00 will be requested at the time the facility is signed out. It is anticipated that students and dates will enjoy cooking dinners here (as many as 20 people can be accommodated for a meal); or students may wish to use the facilities for bridal showers and similar parties, with or without dates, with faculty as guests, until the hour designated below.

1. Closing Hour  
12 midnight ..... Sun.-Sat.  
This is the hour to leave; you should begin cleaning in time to be out by the designated hour.
2. A contract with specific policies and guidelines will be provided by the Wailes Center Manager and must be signed by the student responsible.

### **D. Wailes Center**

The Cornelia and Edward Thompson Wailes Center serves as both a place for relaxation and a center for community lectures and organizational meetings. The Bistro, located on the ground floor, provides full fountain service as well as sandwiches, hamburgers, hot dogs, pizza and beer.

Hours are listed in the Directory of Hours.

### **E. Boating, Swimming and Canoeing**

1. Lake and swimming regulations
  - a. All new students must take a swimming test administered at the start of the academic year. All students who wish to swim in the lake or use canoes or rowboats must have passed this test.
  - b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.
  - c. Use of the pool during designated recreational swim hours is restricted to members of the Sweet Briar Community and their guests. A student may have guests whom she must accompany when using the pool.
  - d. The Director of Aquatics appoints each year a corps of students who are currently certified American Red Cross Lifesavers. These students will be responsible for lifeguarding and enforcing safety regulations at the pool and the lake.



- e. No swimming is permitted at the lake unless there is a currently certified American Red Cross Lifeguard on duty. The college assumes no responsibility for students swimming when the lake is officially closed.
2. Use of Rowboats
  - a. Sweet Briar students who have passed the swimming test may use the rowboats.
  - b. The capacity of the rowboat is four persons.
  - c. Rowboats must have one life-vest or seat cushion preserver per passenger when taken out.
  - d. The rowboat designated for emergency use is to be used only for emergencies.
3. Canoeing
  - a. Canoes may be used by students who have passed both the swimming and canoeing tests and students who have passed only the swimming test but are accompanied by a student who has passed the canoeing test. No dates may use canoes.
  - b. Procedure for use of canoes:
    - i. Sign out canoe house key at Information Center.
    - ii. Lock the canoe house while using the canoe.
    - iii. Passengers must meet the swimming requirement.
    - iv. One life preserver per passenger must be taken in the canoe.
    - v. Store equipment after use.
    - vi. Return key to Information Center.
4. Reminders
  - a. Passing the required swimming test is a prerequisite for using rowboats and canoes and swimming in the lake.
  - b. Only members of the Sweet Briar Community may swim in the lake. Swimming in the lake is "at your own risk" unless there is a certified life-guard on duty.
  - c. Boating is allowed until dusk. The use of canoes is restricted to the Sweet Briar students who have passed the canoeing test. The use of rowboats is not accorded guests attending social functions at the boathouse.

## F. Outing And The Outing Cabin

1. The Outing Cabin is reserved for those students who enjoy outing activities. The use of the cabin is administered by the Head of Cabin, who selects and trains Cabin Leaders. Any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the Cabin.
2. Regulations and procedures have been established to assure the safety and comfort of the participants.
  - a. Anyone wishing to use the cabin should contact a Cabin Leader. Names of Cabin Leaders and Outing Club announcements are posted on the Recreational Association board in the gymnasium lobby.
  - b. Regulations and procedures for the Outing Cabin are posted in the gymnasium or are available through the Head of Cabin.
  - c. Because of safety precautions, smoking is *not* permitted in the bunk room, kitchen, or in the wood.

## G. Hostel (overnight accommodations for male dates and friends of Sweet Briar students)

1. Registration for the Hostel takes place at the Information Center by the guest in the company of the student hostess who will be responsible for her guest and who must counter-sign the registration card. Reservations may be made at the Information Center by advance payment.
2. Accessories received
  - a. The guest will receive from the Information Center a towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason, the linens are missing or not returned to the Information Center at the conclusion of the visit, your deposit will not be returned.
  - b. The guest will also receive a key to the entrance to the Hostel-front door facing traffic circle. At the conclusion of the visit this key is to be returned to the Information Center or dropped into a marked box at the Hostel.
3. The charge for use of the Hostel is

\$2.50 per night. A deposit of \$5.00 is also required for the pillow, blanket, linen, and towel. This is returned upon the conclusion of the visit when you turn in these items at the Information Center. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a Hostel guest wish to cancel his reservation, he must do so by 10 A.M. (the check-out hour) before the night he will not use the reservation, else no refund will be made.

#### 4. Regulations

- a. Visitation hours for women: Those in effect for Visitation Option No. 2 in the residence halls will prevail at the Hostel.
- b. No smoking in the bunkroom or locker room. Smoking is permitted in the vestibule.
- c. IN CASE OF FIRE, PLEASE REPORT TO THE INFORMATION CENTER AT 99.
- d. When the maid or janitor arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.
- e. Each student hostess and her guest will be responsible for damage to college property.
- f. Cars may not stop or park at any time in the traffic circle. Guest cars must be registered at Security and parked in the Hostel parking lot.

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## SWEET BRIAR COLLEGE HEALTH SERVICE

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The Sweet Briar College Health Service is dedicated to helping each student learn to assume personal responsibility for her own health and well-being and maintain a state of positive good health.

The Service is staffed by the College Physician (part time), the College Psychiatrist (part time), and five registered nurses. Consulting services in all medical specialties are available in Lynchburg, 14 miles distant from the College. The Amherst County Rescue Squad, a volunteer organization, may be called upon in emergencies and provides prompt transportation to the Emergency Room of Lynchburg General-Marshall Lodge Hospital. The College Physician holds schedul-

ed office hours while the College is in session. In case of emergency outside of the scheduled office hours, the Nurse in charge will inform the Physician and secure instructions as to procedure.

With the exceptions noted below, service for students is provided as a part of the comprehensive college fee and is as follows:

### A. Out-patient

1. The College Physician may be consulted at the Harley Student Health Center during the scheduled office hours of 8:30-9:30 a.m. Monday-Friday. Specific office hours of the physician and the nurses are listed in the Directory of Hours on page 8.
2. The College Psychiatrist sees patients by appointment at the Health Center. A student desiring a consultation should telephone the Health Center to make an appointment. The service provided consists of counselling. Intensive therapy is not provided. Consultations are normally limited to 30 minutes. The service is provided on campus by the College without charge. If the student and the Psychiatrist agree that an extended series of consultations will be helpful, arrangements may be made by mutual agreement, with the student or her family paying the usual Psychiatrist's fee.

### B. In-patient

In-patient services are provided for students ill enough to need bed care. If confinement in the Health Center seems likely to exceed five days, the student or her family will be advised. The comprehensive fee for resident students covers office visits to the College Physician, consultation with the College Psychiatrist as specified above, and bed care in the Health Center up to five days without extra charge. For each additional day of care in the Health Center, a charge of \$5.00 is made.

On a limited out-patient basis, the Health Service makes provision for the employees and faculty of the College. Employees and faculty may consult the College Physician during scheduled office hours only. Children of staff and faculty are seen at the Physician's private office. No house calls can be made and no bed care in the Health Center provided. Since the Health Service is available only when the College is in session, every employee,

faculty member, and family member is advised to have a personal physician in the local community. Treatments prescribed by a personal physician may be given at the Health Center while the College is in session. There is no charge for employees of the College. Emergency procedures for employees and their families are handled in the same manner as for students.

For legal reasons the Health Center does not dispense medication except in an extreme emergency. The physician will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Information Center by a local Amherst pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. A charge will be made to the student by the pharmacy. There will be a charge to the students, faculty and employees for injections, dressings, lab work, etc.

The College Physician and the College Psychiatrist serve, in relation to both students and employees and their families, in accordance with the ethical standards of the medical profession. All information received by the College Physician and the College Psychiatrist in the discharge of their professional duties, whether from students or members of the staff or their families, is *privileged and confidential* and will not be divulged without the consent, given in advance, of the patient unless required by law, or if in the judgment of the College Physician or the College Psychiatrist a serious threat to the welfare of the patient or the community may arise out of the patient's medical problems.

The College Physician and the College Psychiatrist share with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Service and the Department of Physical Education jointly undertake to provide information on the problems affecting the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs, and other matters of health are available in the Infirmary, the Library and some of the residence halls.

Since the Health Service has the responsibility for the medical care of the students, it is urged that all referrals to

consulting specialists be arranged through the Health Center. The Health Service assumes no responsibility when students choose to consult outside physicians independently of the Health Center.

In cases of extreme emergencies, the nurse on duty may leave the Health Center and go to the site of the emergency on campus to administer first aid and make an evaluation. A member of the staff will cover the Health Center during that time.

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## RELIGIOUS LIFE AND SERVICE

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Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be.

The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Sunday services are held in the main Chapel. The College Chaplain presides and, during the academic year, guests from several religious traditions are invited to preach. Holy Communion is celebrated weekly. The Roman Catholic Mass is also celebrated there each week by a priest from the Diocesan Campus Ministry, who hears confession and counsels students on Wednesday afternoons as well.

Students serve on the joint faculty-student Church and Chapel Committee which advises the Chaplain and actively supports the religious ministry on campus. This Committee is responsible for the

direction and growth of the religious life of the College, arranging college worship services, and distributing the chapel offering to various charitable agencies. The Church and Chapel Committee initiates service projects, conducts Bible Study and spiritual growth groups and provides programs which focus on the development of personal values and increased awareness of community, national and worldwide concerns.

The College Chaplain is available for counseling and assisting student groups to build religious community on campus.

The College Chaplain is the Reverend Myron B. Bloy, Jr.

## **B. Mother Macke's**

Mother Macke's, located in the basement of Reid, is a popular student lounge. Open 24 hours a day to students only, Mother Macke's houses a variety of vending machines where students can purchase snacks and drinks. There is comfortable seating for eating snacks, playing bridge, and just talking. Some dorms are also equipped with vending machines.

## **C. Wailes College Center**

Please refer to page 38.

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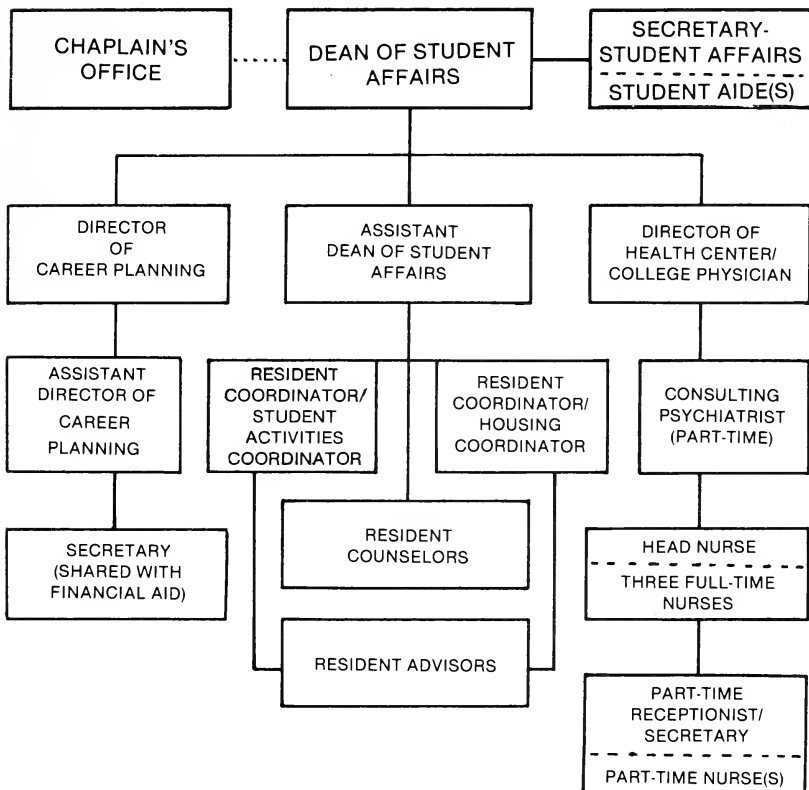
# **FOOD SERVICES**

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## **A. Prothro Commons**

1. No food or drink may be taken from the dining room at anytime.
2. Visitors dining in the Prothro Commons may buy meal tickets at the Information Center.
3. Bag lunches will be provided for field-trips, student teaching and athletic activities off campus only on request of the faculty/staff member in charge.
4. All orders for food must be placed at **least forty-eight hours in advance**, earlier notification being desirable. It must be understood that these services are **not automatic** and can be rendered only if the schedule of the Food Service staff permits the extra food service.
5. The following regulations cover conduct and appearance in, or use of, the dining commons:
  - a. Bare feet are not permitted in the dining room by Virginia State Law.
  - b. Students' dress at meals must be appropriate to the dining room—no nightgowns, bathrobes, bikinis, bathing suits, or leotards.
  - c. Food for sick or incapacitated students may only be taken to rooms after **permission is secured from the infirmary**.
  - d. Removal or "borrowing" of any silverware, china, or equipment from the dining room without permission.
  - e. Students are not allowed in the commons or kitchen after the closing hours of the facility.

## DIVISION OF STUDENT AFFAIRS



### NOTE:

For 1982-83, a part-time **Outdoor Program Coordinator** will report directly to the Dean of Student Affairs.

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## CAMPUS SERVICES

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### A. Book Shop

The Book Shop is located on campus (see map) and provides a readily accessible source of textbooks, trade books, supplies, gifts and clothes. All purchases for textbooks and school and art supplies during the opening weeks of college must be paid for by check or cash. After October 1st, all purchases, except textbooks, may be charged. Statements will be rendered monthly and are due within 30 days. An unpaid bill of two hundred dollars or more will be subject to review as to further charge account privileges.

### B. Post Office

The U. S. Post Office is located on the ground floor of Manson Hall. The purchase of stamps and all other postal services are available here. At the request of the Student Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked please to use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the dormitory in the students' addresses.

### C. Laundry

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels a, 2 hand towels and 2 wash cloths may obtain this service from a college approved contractor.

### D. Information Center

The Information Center located on the ground floor of Manson Dormitory has someone on duty 24 hours a day to help when needed.

The Information Center maintains radio contact with security officers at all times.

### E. Security Office

The Security Office located on the ground floor of Manson Hall, along with the Post Office and Information Center, is the office of the Sweet Briar Security Force.

More information on page 34.

### F. Intra-campus Mail System

Located in the Information Center, the mailing system is for the use of all members of the Sweet Briar community (student-faculty-administration), and offers an alternative to the U. S. Post Office and the kiosk.

Each student is assigned an open box at the beginning of each academic year. The faculty and administration are provided with a large, locked collection box adjacent to the student boxes, where students may leave mail to be delivered to faculty and staff by the campus mail delivery employees. It is the responsibility of the originator of a particular piece of mail to see that it is delivered to the appropriate box or boxes. All campus mailing procedures come under the jurisdiction of the Office of Student Affairs.

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## CAMPUS OFFICES

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### A. Office of the Dean of the College

The Dean of the College and the Assistant Dean of the College have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic counseling; admission with advanced standing; all summer school work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students.

For the hours when the Office is open see Directory of Hours, page 8.

### B. Office of the Registrar

The Office of the Registrar, located on the first floor of Fletcher informs students about course offerings and the class schedule, course registration and changes, office and classroom assignments, academic records, grade reports, transcript requests, teacher certification and declaration of majors.

### C. Office of Student Affairs

This office which is located in Reid Hall coordinates housing assignments, matters pertaining to extracurricular student life, orientation, international students, womens' programming, developmental programming, the Resident Advisor program and the use of college vehicles for approved activities and cultural events. The

Dean of Student Affairs, Assistant Dean of Student Affairs, Resident Coordinator /Student Activities Coordinator, Resident Coordinator/Housing Coordinator and Outdoor Program Coordinator have offices in this area. These professional staff members are skilled in and available for personal counseling.

#### **D. Career Planning**

The Office of Career Planning welcomes students from all classes to its activities. Throughout the year, it offers programs and speakers describing many varied career fields. The Career Library houses information on a broad spectrum of career areas, as well as graduate school catalogues, summer job announcements, current job openings and suggestions on job-hunting techniques. Material is continuously updated and available for student use. Representatives from graduate schools, including business and law schools, and recruiters from different businesses interview students on campus.

Students may elect to take an interest inventory to aid in self-assessment and career decisions. Seniors and graduates may open a permanent credential file. The Director and staff are always available for personal conferences concerning career direction and preparation. Students are urged to participate in career planning activities from the very beginning of their college years.

#### **E. Alumnae Association**

The Alumnae Office is located in the Alumnae House on the Sweet Briar College Campus. Mrs. Bernard L. Reams (Ann Morrison '42) is the Director of the Alumnae Association. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This is done by acting as the liaison between the College and the alumnae, by publishing the Alumnae Magazine, by raising money for the College through the annual Alumnae Fund and for scholarships through the sale of flower bulbs, by maintaining up-to-date address files for all alumnae, by encouraging well qualified students to apply to Sweet Briar for admission, and by always upholding the image of Sweet Briar as a superior college for women. The Alumnae Association provides outstanding speakers and programs at the College.

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## **HONORARY ORGANIZATIONS**

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#### **A. Phi Beta Kappa**

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. A limited number of juniors may be considered for election.

#### **B. Tau Phi/Chung Mungs**

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The twenty members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the college by assisting the Lecture's Committee, arranging a tutoring service on campus, and organizing projects to further promote the principles of liberal arts education.

Tau Phi are not always involved in such intellectual activities. They often enter into friendly rivalry with the Chung Mungs, but do manage to get together with this ghostly club for a few events.

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their activities include weekly sales of goodies in the dorms and sponsoring of the aluminum can recycling campaigns. It is characteristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to the College with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung..."

### C. Sweet Tones / Earphones

Sixteen girls from the sophomore, junior, and senior classes compose the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

The newest group on campus is also the loudest! They are known as the Earphones.

The tone-deaf, loud-mouthed song lovers keep the campus singing (or clanging) when they rise to the occasion with a song. They are distinguished not only by their voices, but by their earmuffs and kazoots.

They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that not everyone is blessed with a tear-jerking voice.

### D. Paint and Patches/ Aints and Asses

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so.

The Aints and Asses were originally formed to take off on Paint and Patches productions, but now, being masters of comedy, the Asses perform several original skits during the year to entertain the students. When spring arrives, one can see them out

in full force, blowing their whistles to keep students from trampling the grass.

### E. Q.V./Bum Chums

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of spring step singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College.

Throughout their junior year the "notorious ten" serve as useful members of the community. As a service organization, the Bums sponsor the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects are their famed shows, the Bum Chum Inns. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The members of this sophomore honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing of their sophomore year.

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## CLUBS

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### A. American Chemical Society

Members of the Sweet Briar Student Affiliate of the American Chemical Society are mainly natural science majors. ACS brings lectures and films to Sweet Briar in the fields of science, fosters student-faculty rapport, and participates in regional and national science meetings and conferences. Membership is open to all interested freshmen and upperclassmen.

### B. De Deutsche Klub

A relatively new organization at Sweet Briar, the German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The



club's activities include: trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, wine and cheese *Stammtisches* with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the Dining Commons each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of *Gemutlichkeit* among the German-speaking community.

### **C. Creative Arts League**

Newly founded in 1982, the Creative Arts League brings together students with interests in art, drama, writing, music and dance. The League sponsored an intercollegiate art show and competition, brought a lecture and the screening of a new film to campus, and participated in the *Women and the Arts* program series.

### **D. Italian Club**

The Italian Club was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, current lecturers and films, informal social gatherings, and an Italian table in the Dining Commons every week for informal conversation over lunch. All members of the Sweet Briar community are invited to join the Italian Club.

### **E. French Club**

The French Club was formed to bring together students interested in France, its people, and its culture. Throughout the year the club sponsors several "crepe Francais," wine and cheese parties, films and lectures, as well as "La Table Francais," a table in the Dining Commons for those who wish to engage in informal French conversation during lunch. "Vive la France et vive les Francais!"

### **F. Interact**

The purpose of Interact is to devise and implement programs and activities to foster, develop, and improve channels of communications, knowledge, cooperation, and mutual support among the students, alumnae, community, and friends of Sweet

Briar College. Members conduct student panels for Alumnae Council, speak to Alumnae Clubs on Sweet Briar Day, work on alumnae telethons, sponsor the Interact Carnival, and organize the activities for Parents' Weekend.

### **G. Inter-Varsity Christian Fellowship**

A Christian fellowship organization which plans programs and activities for students. They also conduct regular prayer, discussion, and meditation meetings.

### **H. Library Collections Club**

This Club has had as its main purpose the exploration of those unusual collections of books and other materials that may be located in libraries in neighboring institutions such as Washington and Lee University, or in the hands of private collectors like faculty, or in centers of historical interest such as Charlottesville and Washington, D.C. The group developed out of a concern of the Friends of the Sweet Briar Library that the rarity of books and artifacts can give pleasure and intellectual stimulation to those who collect and those who appreciate the acquisitive spirit of human nature.

All interested are invited to contact Mr. Jaffe, Library Director, and to join a small group of intellectually curious who want to explore the hidden treasures in the neighboring regions of Sweet Briar. Informality prevails, and the wishes of the members of the Club determine its activities.

### **I. Recreational Association (RECA)**

Sweet Briar offers a variety of sports activities. All members of the Sweet Briar community are entitled and encouraged to use all athletic facilities and equipment, with the understanding that some may be used only under qualified supervision. Specific activities sponsored by RECA are:

1. Faculty-student and intercollegiate activities

These activities provide opportunities for those interested in athletics. They include water polo games, volleyball, badminton, and runs from W & L to SBC.

2. Outing Cabin

The Outing Cabin, located on Paul's Mountain behind campus, is the meeting place and focal point of Outing Club activities. The cabin is a really

rustic structure without modern conveniences. Over night trips, cooking (e.g., bread-making), cabin skills, outdoor education, and map reading are just a few of the activities that are scheduled. (Detailed regulations are available at the Gymnasium.) Also see p. 39.

### 3. Riding Program

The primary goal of the Riding Program is to provide students with the opportunity to develop their equestrian skills and knowledge to their full capabilities through a sound educational program and to offer constructive competitive experiences and recreational activity.

The Riding Council lends spirit and leadership on a student level to the entire program. Some of the objectives of the Riding Council are:

- a. To help students who are not qualified to hack alone.
- b. To assist non-riders in learning about the Riding Program.
- c. To function as a part of the Recreational Association of the College.
- d. To assist in the formulation and administration of the Rules and Regulations of the Riding Program.
- e. To promote greater interest in the overall riding program for all levels.
- f. To sponsor riding competitions and riding activities.

The Riding Council Pamphlet should be consulted for complete information.

### J. Rifflery Club

The Rifflery Club was started to encourage organized rifle shooting among students and faculty. An outdoor range, ammunition, and rifles have been provided. Beginners as well as advanced shooters are welcomed to participate in competitive shooting.

### K. Spanish Club

The Spanish Club enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities will include slides and lectures by students who recently studied and travelled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sightseeing and a Spanish meal, and a weekly discussion table in the Dining Commons during lunch.

### L. Student Guides & Hostesses

Student Guides and Hostesses serve a vital function to the Admission Office in presenting the College to visitors and also in sharing with the Admission Office their impressions of prospective students. The prospective student's visit with the guide and / or hostess is often a determining factor in her reaction to Sweet Briar.

Student Guides show prospective students and other guests around the campus. Each guide volunteers one hour of the week during which she is available to give tours of the campus. A chairwoman, who is appointed by the Admission Office, coordinates the activities of the guides. At the end of the year, ten Guides who have been especially outstanding in giving of themselves and their time are chosen as Honor Guides. Freshmen are eligible to be Guides after the Fall Term. Anyone who is interested in being a volunteer Guide should contact the Admission Office.

Student Hostesses are headed by the Overnight Hostess Chairwoman. Hostesses entertain prospective students who wish to spend an overnight in the dormitory. Those who are interested in being a Hostess may volunteer at house meetings in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

### M. Sweet Briar Dance Theatre

Sweet Briar Dance Theatre is the performing unit of dance students who are actively involved in dance and are in dance technique, dance composition or technical theatre classes. Sweet Briar Dance Theatre provides performance experience as well as an opportunity to work in dance production, publicity, costuming, and back stage management. The group gives dance concerts and lecture-demonstrations on and off campus performing works by dance faculty and advanced students.

### N. Varsity Sports Council

The Varsity Sports Council consists of one representative of each varsity sport, and all varsity coaches. The purpose is to provide a forum in which coaches and players may discuss varsity issues and policies, to perform recruiting activities and to organize the awards banquet.

### O. WUDZ Radio: 91.5 FM

The WUDZ radio station at Sweet Briar began broadcasting in the spring of 1980. It

is a 100-watt non-commercial station which grants a great flexibility in programming, to provide the student body and the community with a variety of music including classical, jazz, rock, folk and bluegrass. Studios are located in the basement of the Chapel.

### **P. Young Democrats**

A growing political group at Sweet Briar, the Young Democrats is geared towards enhancing political awareness at Sweet Briar, generally from a more liberal perspective. Interaction is also encouraged among neighboring colleges and the community. All types of political input are welcome.

### **Q. Young Republicans**

Organized to stimulate campus interest in current political affairs, the Young Republican Club at Sweet Briar is active on the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and mixers with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects. The club welcomes everyone at the monthly meetings, and encourages those generally supporting the Republican Party to join.

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## **COMMITTEES**

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### **A. Concerts Committee**

This committee which is composed of faculty and students plan the college concert series for the entire year. A representative from each class is elected at class meetings in September.

### **B. Sue Reid Slaughter Committee**

This committee which is composed of administrators, faculty, and students spends approximately \$12,000 of the Sue Reid Slaughter endowment annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected at class meetings in September.

### **C. The Lectures Committee**

The Lectures Committee is chaired by a faculty member and composed of other faculty members and students. This

committee asks each class to elect two representatives who will actively participate in the meetings. The students are able to propose lectures and actually be involved in the planning and introduction of these lecturers to the Sweet Briar Campus. This committee also offers an opportunity for the student to work with faculty on a personal basis and to broaden her knowledge of culturally and academically notable persons.

The Lectures Committee investigates and selects lecturers from many proposals received from faculty and other sources throughout the year. All members of this committee have an equal vote.

Being a student representative of this committee is a serious responsibility, and the benefits gained from representing your class are very rewarding. If you are interested, please contact your class president to find out when the representatives will be elected within your class.

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## **PUBLICATIONS**

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### **A. The Brambler**

The Brambler is the college literary magazine. By publishing poetry, prose, art work, music, or any other creative endeavor of fine quality contributed by members of the four classes and occasionally by the faculty, The Brambler aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers. The Brambler holds an annual poetry contest, "The Christie Ann Scordas Poetry Contest," and sponsors visiting poets throughout the year.

### **B. The Briar Patch**

The Briar Patch, the yearbook of Sweet Briar, is published each spring. The Briar Patch staff attempt to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

### **C. The Students' Handbook**

The aim of the Students' Handbook is to acquaint students with the rules, activities, and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The Students' Handbook is an important source of reference throughout the year. It is

published annually and distributed to all students in the fall.

#### **D. *The Sweet Briar News***

The Sweet Briar News, published weekly by the students is the campus newspaper. Upcoming events, reviews of events past, and issues critical to the entire Sweet Briar community are aired each week. All students are encouraged to join the staff, regardless of experience, and parents are urged to subscribe and keep up with campus events and opinions.

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## **CLASS SYMBOLS**

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### **A. *Class Symbols***

1. The Class of 1983  
Motto: Spectamur agendo  
Colors: Delph blue and Black  
Emblem: Lion
2. The Class of 1984  
Motto: Factum non verbum  
Colors: Purple and Gold  
Emblem: Swan
3. The Class of 1985  
Motto: Honor ante honores.  
Colors: Peacock blue and Green  
Emblem: Peacock
4. The Class of 1986  
Motto: Ne obliviscamur.  
Colors: Green and Black  
Emblem: Oak tree

# DIRECTORY OF OFFICERS 1982-83

## AINTS AND ASSES

*Most Illutrious* ..... to be elected

## AMERICAN CHEMICAL SOCIETY

*Officers* .....to be elected

## INTERACT

*President* ..... to be elected

## BRAMBLER

*Editor* ..... Elinor Warner

## BRIAR PATCH

*Editor* ..... Cheri Borritt

*Business Manager* ..... Claire Cieszko

*Advertising Manager* .. Maura Horodyski

## BUM CHUMS

*Mother Superior* ..... to be elected

## CHUNG MUNGS

*Most Exalted* .....Elise Wright

## CLASS OFFICERS

1983

*President* ..... Claire Cieszko

*Vice President* ..... Mary Ware

*Secretary* ..... Mimi Kitchel

*Treasurer* ..... Kathy Barrett

1984

*President* ..... Debbie Blair

*Vice President* ..... Holly Pflug

*Secretary* ..... Betsy Beeton

*Treasurer* ..... Debbie Jones

1985

*President* ..... Mary Bliss

*Vice President* ..... Kama Boswell

*Secretary* ..... Lisa Fondeur

*Treasurer* ..... Cathleen Brooke

## CREATIVE ARTS LEAGUE

*President* ..... Melissa Pruyn

## EARPHONES

*Most Monotonous* ..... to be elected

## FRENCH CLUB

*President* ..... Virginia Marie Geffroy

## GERMAN CLUB

*President* ..... to be elected

## INTER-VARSITY

## CHRISTIAN FELLOWSHIP

..... Lisa Burwell

..... Sarah Edmunds

## ITALIAN CLUB

*President* ..... to be elected

## PAINT & PATCHES

*President* ..... Kate McNider

## RECA

*President* ..... Cindy Shirley

## RESIDENT ADVISORS

*Carson* ..... Karen Kerlin

*Dew* ..... Lenetta Archard

..... Anne Hutchison

*Grammer* ..... Mandy Beauchemin

*Gray* ..... Noel Stupek

*Manson* ..... Wendy Brooks

*Meta Glass* ..... Cheryl Gorman

..... Renata Leckszas

..... Barbara Tragakis

*Randolph* ..... Beth Slayman

*Reid* ..... Sandra Velli

## RIFLERY CLUB

*President* ..... to be elected

## THE SWEET BRIAR NEWS

*Editor* ..... Victoria McCullough

*Business Manager* ..... to be elected

*Copy Manager* ..... to be elected

*Sports Editor* ..... Juliet Jacobsen

*Photography Editor* ..... Cynthia Pierce

## SPANISH CLUB

*Co-Presidents* ..... Carol Hadley

..... Ruth Lewin

## STUDENTS' HANDBOOK

*Co-Editors* ..... Wanda Burley

..... Cathy Cash

## SWEET TONES

*Head Tone* ..... Tish Littleton

## TAU PHI

*President* ..... to be elected

## YOUNG DEMOCRATS

*President* ..... to be elected

## YOUNG REPUBLICANS

*President* ..... to be elected

## WUDZ

*General Manager* .... Linda Hauptfuhrer

*Station Manager* ..... Rose Boyce

## Student Government Association Rules

All regulations, in this and other sections of the Handbook, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

### Regulations Governing Extracurricular Activities

1. Financial Management:
    - a. To cover annual dues of the various student organizations of the College, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$6.00 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall.
    - b. All organizations handling money shall maintain organization accounts in one of the local banks.
    - c. The accounts of the Student Activities Fund shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the treasurer of the college. All organizations receiving money from the Student Activities Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.
  2. Eligibility:
    - a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.
    - b. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association	2.30
Vice-President of Student Government Association	2.30
Secretary of Student Government Association	2.30
Treasurer of Student Government Association	2.30
Chairwoman of Judicial Committee	2.30
Judicial Committee Representatives	2.20
Chairwoman of House Presidents Council	2.30
House Presidents	2.20
Chairwoman of Curriculum Committee	2.30
Curriculum Committee Representatives	2.30
Chairwoman of Social Committee	2.30
Chairwoman of Orientation Committee	2.20
President of Recreational Association	2.30
Class Presidents	2.20
Vice President of Classes	2.20
Secretary of Classes	2.20
Treasurer of Classes	2.20
Editor of Sweet Briar News	2.30
Editor of The Briar Patch	2.30
Editor of The Brambler	2.30
Orientation Group Leaders	2.00
- For all other offices the required cumulative credit ratio is 2.20.

4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to him by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal may be made.

### **Preamble**

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and

Whereas, we, as members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby, with the consent of the Faculty and Administration, adopt the following Constitution and By-Laws.

### **Article I—Name**

The name of the organization shall be the Student Government Association of Sweet Briar College.

### **Article II—Purpose**

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to its students such education in sound learning and such physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society."
2. Promote the highest standards of honor and integrity in all phases of college life.
3. Coordinate and promote student activity within the community.
4. Provide a forum for the expression and discussion of student opinions and sentiment.
5. Complement the educational aspects of student life.
6. Advance the spirit of loyalty to the College and its undertakings.

### **Article III—Membership**

A. All students at Sweet Briar College shall be members of the Association.

B. The rights of the members of the Student Government Association include:

1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
2. Representation in deliberations of College Council through the Association's elected student members.

### **Article IV—Legislative Powers**

#### **SECTION A**

The legislative powers of the Association shall be exercised by the Association as a whole.

#### **SECTION B**

These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities and and residential hall activities, except as otherwise provided.
2. Approve amendments to the Constitution and By-Laws of the Association.
3. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

#### **SECTION C**

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.

## **Article V—Executive Powers**

### **SECTION A**

The executive powers of the Association shall be exercised by the Executive Board.

### **SECTION B**

1. The membership of the Executive Board shall consist of the following officers of the Association:
  - a. The President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board.
  - b. The Chairwoman of the Judicial Committee.
  - c. The Chairwoman of the House Presidents Council.
  - d. The four class Vice-Presidents.
  - e. The Chairwoman of the Social Activities Committee.
  - f. The Chairwoman of the Academic Affairs Committee.
  - g. The Day Student Representative.
  - h. The four class Presidents, nonvoting.
  - i. The representative of the Publications Board, nonvoting.
  - j. The President of the Recreational Association, nonvoting.
2. The powers of the Executive Board shall be to:
  - a. Administer the Association's Constitution and By-Laws.
  - b. Explain to the students the meaning of the Association's Constitution and By-Laws.
  - c. Consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
  - d. Consider any petition or written complaint for the removal of an officer of the Association or any other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
  - e. Consider all petitions, appeals, and proposals for changes to the rules and regulations as stated in the STUDENTS' HANDBOOK, and refer each to the proper authority with a recommendation.
  - f. Review the Association budget and recommend the same to the student body.
  - g. Conduct all Association elections.
  - h. Keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report.
  - i. Supervise the publication of the STUDENTS' HANDBOOK.

## **Article VI—College Council**

### **SECTION A**

The College Council shall serve as the principal agent of communication between students, faculty, and administration.

### **SECTION B**

College Council shall discuss and make recommendations to the proper body on any major policy question or matter affecting the college community which is brought to its attention by any of its members. All proposals and suggestions if approved by the Executive Board shall also be studied by the Council before they are referred with approval and-or recommendations to the Student Government Association and the faculty. In this capacity, it shall review all constitutional amendments prior to their submission to faculty and students, and it must approve all amendments to the By-Laws of the Student Government Association.



## SECTION C

1. The membership of the College Council shall consist of the following or their appointed deputies:
  - a. The President of the Student Government Association.
  - b. The Chairwoman of the Judicial Association.
  - c. The Chairwoman of House President Council.
  - d. The Chairwoman of the Social Activities Committee, nonvoting.
  - e. The Chairwoman of the Academic Affairs Committee, nonvoting.
  - f. The four class Presidents.
  - g. The President of the College, nonvoting.
  - h. The Dean of the College.
  - i. The Dean of Student Affairs.
  - j. Four members of the Faculty, \*elected annually by the Faculty who shall make periodic reports to the faculty on the deliberations of the Council.

## Article VII—Judicial Powers

### SECTION A

The judicial powers of the Association shall be exercised by the Judicial Committee and by the House Presidents Council (see Article VIII, Section B) in those matters within their respective jurisdictions.

### SECTION B

The Judicial Committee shall consist of:

1. A student chairman, to be the Chairwoman of the Judicial Committee of the Student Government Association.
2. One representative from the freshman class, to be elected six weeks after the beginning of the fall term.
3. Two representatives each from the sophomore and junior classes.
4. One representative from the senior class.
5. The Dean of the College or deputy.
6. The Dean of Student Affairs or deputy.
7. Two faculty members\*\* (elected biannually on a staggered basis) or in the case of an unavoidable absence a substitute appointed by the President.

### SECTION C

The officers of the Judicial Committee shall consist of:

1. The Chairwoman.
2. The Vice-Chairwoman, a student, to be elected by the student members of the Committee.
3. The Secretary, a student, to be elected by the student members of the Committee.

### SECTION D

The judicial powers of the Judicial Committee shall be to:

1. Have original jurisdiction in any case involving lying, cheating, or ~~stealing~~.
2. Have original jurisdiction in any case in which suspension or expulsion might be a penalty.
3. Recommend the penalties of suspension or expulsion *from the College* to the President of the College, or use their discretion to impose various penalties. These include but are not limited to: an official warning, honor probation, and suspension of pledge. (see page 12, The Honor System)
  - a. Honor probation means that if any other honor violation occurs within the probation period, the individual will automatically be subject to suspension from the college.
  - b. Suspension of pledge entails losing the validity of one's signature temporarily in the Sweet Briar community so that the only signature considered valid is on one's personal check, i.e., proctored tests and exams, loss of visitation privileges, and

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\*The faculty members of College Council for 1982-83 are Jennifer Crispen, Margaret Hartman, Thomas Hartman, and Brian Shelburne.

\*\*The faculty members of the Judicial Committee for 1982-83 are Brent Shea and Aileen Laing.

loss of charge privileges at Bookstore and Bistro. Books may be checked out of the Library.

- c. Suspension is temporary removal from the community for a definite period of time with the option to return guaranteed.
  - d. Dismissal is removal from the community with the possibility of returning provided that the student can give concrete evidence of improved attitude and/or demonstrate a positive use of her time while she was away.
  - e. Expulsion is permanent removal from the community with no option to return.
4. Hear cases referred to it by House Presidents Council.

## **SECTION E**

A student tried before the Judicial Committee, or House Presidents Council shall be presumed innocent unless proved otherwise, and shall be guaranteed the right to:

1. Be informed in writing at least 48 hours in advance by the Chairwoman of the nature and source of the charge against her.
2. Have a fair and speedy hearing within ten academic days.
3. Be confronted with her accuser and question witnesses whenever feasible. It is standard procedure to have both parties appear and testify in front of each other. However, the accused has the right to testify without the accuser in attendance.
4. Speak in her own defense.
5. Present evidence and witnesses who can testify as to the facts of the case.
6. Have an adviser from within the Sweet Briar community, exclusive of the members of the Committee, who may be present at all sessions when evidence is being presented and shall have the right to speak in defense of the accused.
7. Receive a record of the final copy of the hearing.
8. Be guaranteed the right to appeal a guilty verdict on the grounds of new evidence or faulty procedure as determined after a review by the President and the Dean of the College.

## **SECTION F - Appeals Procedure**

1. The accused must address her appeal in writing to the President of the College (from the Judicial Committee) or to the Dean of Students (from the House Presidents Councils) within 48 hours of receiving notification of her penalty.

## **SECTION G**

The membership of the Judicial Committee of Appeals shall consist of:

1. Three faculty members preferably from among those who have previously served on the Judicial Committee appointed for each case by the President, exclusive of those currently serving on the Judicial Committee.
2. Three students preferably from among those who have previously served on the Judicial Committee appointed for each case by the Chairwoman of the Judicial Committee, exclusive of those currently serving on the Judicial Committee.
3. The Chairwoman of the Judicial Committee, nonvoting.
4. The Dean of the College, nonvoting.

The chairwoman shall be appointed by the President of the College from among the nonvoting members.

## **SECTION H**

The Judicial Committee of Appeals, after rehearing a case, may uphold or overturn the findings of the Judicial Committee. It may sustain, increase or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension or expulsion from the college.

## **Article VIII—House Presidents Councils**

### **SECTION A**

Each residential unit shall be governed by the House Presidents Council.

### **SECTION B**

The membership of the House Presidents Council shall consist of:

1. The House Presidents to be elected in group elections in the spring. During the year, any replacement of a House President shall be decided in an election by the dorm at large. The election is to be called by the Chairwoman of House Presidents Council.

## SECTION C

The powers of each House President are to:

1. Organize house functions and meetings with the assistance of an Assistant House President(s) who will be elected by the members of each dormitory at the first dorm meeting in September.
2. Interpret and enforce house regulations.
3. Adjudicate any offense of house or college regulations by a member of the residential hall other than those reserved to the Judicial Committee or to the Administration.
4. Impose penalties as stated in bylaws (see page 58)
5. Refer a case to the House Presidents Council Appeal Board after handling two previous cases involving the same student.
6. Give a written report of any judicial decision to the Chairwoman of House Presidents Council, Dean of Student Affairs, and any other parties involved.

## SECTION D

1. Any judicial decision by House Presidents Council, may be appealed by the involved party to the House Presidents Council Appeal Board, which shall have final jurisdiction in such matters.
2. Membership to the Appeal Board shall consist of the President and Vice President of the Student Government Association, the Head of the Judicial Committee, the Assistant Dean of Student Affairs and the President of the House Presidents Council (non-voting). The ultimate appeal goes to the president of the college.
3. The hearing board for an appeal will be the House Presidents Council Appeal Board. House Presidents Council Appeal Board has final jurisdiction in all social matters unless the College Judicial Committee is presented with findings involving lying, stealing, or cheating.
4. An appeal will be considered by House Presidents Council Appeal Board on the basis of the written request. If an appeal is granted, the case will be heard by the House Presidents Council Appeal Board.

## SECTION E

The judicial power of the House Presidents Council shall be to:

1. Interpret and enforce house regulations.
2. Adjudicate any offense of house or college regulations by a member of the residential hall other than those reserved to the Judicial Committee or to the Administration.
3. Refer any case to the Judicial Committee.

House Presidents Council shall be the original jurisdiction for all cases involving social conduct.

## Article IX—House Presidents Council and Appeal Board

### SECTION A

The House Presidents Council shall coordinate and administer all phases of dormitory life with the exceptions specified in 3b of the Introduction of this Constitution.

### SECTION B

The House Presidents Council shall consist of:

1. A student chairwoman, to serve as a House President and the Chairwoman of House Presidents Council.
2. The House Presidents.\*
3. The Chairwoman of the Judicial Committee, non-voting.

### SECTION C

The duties of the House Presidents Council shall be to:

1. Hear any judicial matter occurring in the dormitories.
2. Adjudicate certain offenses.
3. Impose certain penalties as stated in bylaws (see page 58).
4. Discuss matters common to all residential halls.

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\* A minimum of 7 House Presidents must be present for a hearing before the Council.

5. Recommend legislation to the Executive Board.
6. Serve as liaison between the Office of Student Affairs and the residents of the halls.

## **SECTION D**

### **Appeals from House Presidents Council to the Appeal Board**

1. Any member of House Presidents Council who was involved in the case must remove herself from the proceedings of the Appeal Board and may represent the Residence Hall in the appeal.
2. The student must show what new evidence she has, or explain the nature of the faulty hearing. The verdict of the appeal will be one of the following:
  - a. Uphold the verdict of the original case.
  - b. Alter the verdict of the original case.
  - c. Remand the entire case back to the House Presidents Council.
3. Procedures during the hearing shall be the same as those of an original case.
4. The new verdict or penalty shall be recorded in the Dean of Student Affairs office.

## **Article X—Amendments**

### **SECTION A**

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

### **SECTION B**

1. All proposals if approved by the Executive Board shall be studied by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association and to the Faculty.
2. Amendments must be published in the Sweet Briar News or otherwise publicly circulated at least two weeks prior to a final vote by the Association or the Faculty. Editorial changes may be made by either body subject to approval by the Executive Board or Executive Committee. Substantive changes must be referred back to the Executive Board for resubmission to the College Council, Student Government Association, and the Faculty.
3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership) and of the Faculty.

## **By-Laws of the Student Government Association of Sweet Briar College**

### **SECTION I—*Meetings of the Association***

- A. The Association shall hold meetings in both the fall and spring semesters and at other times deemed necessary.
- B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

### **SECTION II—*Executive Branch***

- A. Executive Officers
  1. The duties of the President shall be to:
    - a. Call and preside at the meetings of the Association and of the Executive Board.
    - b. Represent the students either personally or through her representative when the need arises.
    - c. Appoint special committees when necessary.
    - d. Make an annual report to the Association at the April meeting.
    - e. Make a written report to the President of the College at the end of her term of office.
    - f. Consult regularly with the Dean of Student Affairs, Academic Dean, President, and Vice-President and Treasurer of the college.

2. The duties of the Vice-President shall be to:
    - a. Perform the duties of the President in her absence.
    - b. Serve as chairwoman of the Inter-Club Committee.
    - c. Supervise Student Government Association elections and other elections.
    - d. Supervise all extracurricular activities of the Student Government Association.
    - e. Consult regularly with the Dean of Student Affairs.
  3. The duties of the Secretary shall be to:
    - a. Record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Student Affairs.
    - b. Send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association.
    - c. Attend to all the correspondence of the Association.
  4. The duties of the Treasurer shall be to:
    - a. Serve as the finance advisor to the Inter-Club Committee.
    - b. Collect the Student Activities fee which must be paid by October 15. A fine of \$5.00 will be imposed for each month that it is overdue.
    - c. Administer the Student Activities fund in accordance with the budget adopted by the Association.
    - d. Prepare the initial budget of the Association in the Spring, and prepare the revised budget for approval at its October meeting, with the approval of the Executive Board, Treasurer and Assistant Treasurer of the College.
    - e. Keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association.
    - f. Make interim reports of the finances at the request of the President of the Association or of the Executive Board.
    - g. Render to the Association at the close of the fiscal year a complete report of the year's work.
    - h. Prepare the accounts of the Association for audits supervised by the Assistant Treasurer of the College.
- B. Meetings of the Executive Board:  
The Executive Board shall meet once every week and when called by the President. These meetings shall be open.
- C. Standing Committees
1. Inter-Club Committees
    - a. The Inter-Club Committee shall consist of: the heads of all clubs and organizations as defined in (d) below, the Vice-President of the Student Government Association who shall serve as Chairwoman of the Committee, and the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor.
    - b. The powers and duties of the chairwoman shall be to:
      1. Act as a coordinating body for club activities.
      2. Report to the Executive Board and the Dean of Student Affairs the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.
      3. Keep on file the constitution and membership of each club, organization and publication.
      4. Recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.
      5. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.
      6. Approve or disapprove the allotment of funds, including Chautauquas, to any club or organization.
    - c. The Chairwoman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

- d. Clubs and organizations shall be defined as follows:
  1. Both clubs and organizations consist of groups of individuals concerned with working together to better the community and to further their stated purposes.
  2. All clubs and organizations are eligible for student activities funds to sponsor their events. Tapped clubs however do not receive an allotment except possibly for campuswide Chautauquas.
  3. Membership to clubs and organizations is open to all students with the exception of tapped clubs. Tapped clubs consist of limited membership groups of individuals, chosen by current members for the purpose of furthering the stated aims of the groups.
- e. Club and Organization Formation and Dissolution
  1. Any persons wishing to form a new club or organization must:
    - a. Notify the Vice-President of the Student Government Association to check for any similar group—past or present.
    - b. Draft a constitution or statement of purpose with purpose, membership, officers, and by-laws.
    - c. Bring the constitution before Executive Board; if passed there, then take it to Student Government Association where it must be passed by a quorum.
  2. Any group wishing to dissolve a present club must:
    - a. Notify the Vice-President of the Student Government Association who will take the proposal to the Executive Board.
    - b. If passed by Executive Board, proposal will be taken to the Association.
2. Social Committee:
  - a. The Social Committee shall consist of: A Chairwoman and six students from each class. Five of these representatives will be elected by their respective classes in meetings (the freshmen to be elected after six weeks of the Fall term). The Chairwomen of Social Committee Subcommittees will be elected in general elections and will serve as the sixth representative: Senior—Publicity Chairwoman; Junior—Coffeehouse Chairwoman; Sophomore—Film Committee Chairwoman; Freshman—Wailes Center Programming Committee.
  - b. Its power and duty shall be to sponsor student entertainment activities for the Sweet Briar community.
3. Academic Affairs Committee:
  - a. The Academic Affairs Committee shall consist of the Chairwoman of the Committee elected by the Association and student representatives from the classes and from the majors as determined by the Committee.
  - b. The purpose of the Academic Affairs Committee shall be to elicit suggestions and make recommendations for improvement in the academic program.
4. Recreational Association
  - a. All students are members of the Association.
  - b. The Recreational Association shall consist of: a President, Vice-President, Secretary, Treasurer, and the Heads of Activities.
  - c. The purpose of the Recreational Association, jointly with the Physical Education Department, is to promote recreational activities and encourage the use of the Sweet Briar Athletic Facilities.
5. Publications Board
  - a. The Publications Board shall consist of the Editors, Business Managers, and Advisors of all publications.
  - b. The duties of the Publications Board will be to:
    1. Distribute and control funds of the publications as allocated by the Student Activities Fund.
    2. Arrange for and conduct the selection of the editors and staffs of the publications.
    3. Handle all matters concerning the publications.

**D. Subcommittees**

**1. Orientation Committee**

- a. The Orientation Committee shall consist of the Chairwoman elected by the Association, and sophomores and juniors selected by the Chairwoman.
- b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.

**2. Publicity Committee**

- a. The committee is headed by the Secretary of the Student Government Association, and consists of the secretaries of each class.
- b. Its power and duties shall be those necessary to publicize what the Student Government Association is doing. It shall also serve as the sponsor of publicity for campus activities designed to promote community spirit.

**3. Student Handbook Committee**

- a. The Student Handbook Committee shall consist of the Editor appointed by the Executive Board after consultation with the student currently holding the position.
- b. Its powers and duties shall be those necessary to carry out the publication of the Students' Handbook.

**SECTION III—College Council**

**A. Meetings of the College Council must be called by the Chairwoman:**

1. Once each month.
2. At the request of a majority of the Council members.

**B. A quorum of the Council shall be nine regular voting members.**

**C. Procedure**

**1. Officers**

- a. The President of the Student Government Association shall preside as Chairwoman of the Council, without vote except in case of tie.
- b. At the first meeting of the new Council, the Council shall choose its secretary (usually the Senior Class president) from its student members. She must serve for the entire academic year.

**2. Each council shall adopt its own procedural methods with the following exceptions:**

- a. Voting on any topic presented during the meeting must be deferred until the next meeting upon the request of any three Council members.
- b. The Secretary, shall prepare the agenda and distribute a copy to each Council member 2 weeks prior to the meeting.
- c. All meetings shall be open unless otherwise specified by a two-thirds vote of the Council.
- d. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

**SECTION IV—Judicial Committee**

**A. Meetings of the Judicial Committee shall be called by the Chairwoman if, after consultation with the Dean of Student Affairs and the Dean of the College, she deems it advisable. Should these three individuals as well as the accused and accuser(s) agree that a matter could be resolved informally, a formal hearing shall be unnecessary.**

**B. A quorum of the Judicial Committee shall be at least 7 members, including at least 4 students and 3 nonstudents. If necessary, a substitute student member who has previously served on the Judicial Committee may be designated by the Chairwoman.**

**C. The Judicial Committee Officers:**

1. The duties of the Chairwoman of the Judicial Committee shall be to:
  - a. Conduct meetings of the Judicial Committee.
  - b. Serve on the House Presidents' Council in an advisory capacity.
  - c. Serve as a voting member of the Executive Board.

- d. Conduct investigations of all charges within the jurisdiction of the Committee brought against any student or students.
- e. In case of a disciplinary meeting, present the facts, including evidence and witnesses, as revealed by the investigation.
- f. Advise any student involved in a disciplinary hearing of her rights as defined in Article VII, Section F of the Constitution.
- g. Within the limits of confidentiality, explain to interested persons any decisions of the Judicial Committee.
2. The duty of the Vice-Chairwoman of the Judicial Committee shall be to perform the duties of the Chairwoman in her absence and to handle loss reports.
3. The duties of the Secretary shall be to:
  - a. Record on tape and keep a permanent written summary of all proceedings of the Judicial Committee and file copies of the same with the Dean and the Dean of Student Affairs. Taped records will be destroyed after the appeal period has ended.
  - b. Prepare a report of all cases brought before the Committee, and, at the Committee's discretion, post the cases on the Judicial Committee board.
- D. The duties of the student members of the Judicial Committee shall be to interpret the Honor System and facilitate its workings in every way possible.
- E. Each year the Judicial Committee shall adopt its own procedural methods and choose its own officers from among its members with the following exceptions:
  1. The Chairwoman shall be the Judicial Chairwoman of the Student Government Association and, in her capacity as Chairwoman of the Judicial Committee, she shall serve without vote except in case of a tie.
  2. The Vice-Chairwoman and the Secretary shall be students.
  3. All judicial matters shall be decided by secret ballot.
  4. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

## **SECTION V—Elections**

### **A. Eligibility for Spring Elections**

1. Class distribution of offices. The entire student body shall elect:
  - a. From the rising senior class, the President and Vice-President of the Student Government Association, the Chairwoman of the Judicial Committee, the Chairwoman of the House Presidents' Council, the Chairwoman of the Social Committee and the Chairwoman of the Academic Affairs Committee.
  - b. From the rising junior class, the Secretary and Treasurer of the Association, and from the rising Sophomore, Junior or Senior Class, the Chairwoman of the Orientation Committee.
  - c. From the rising junior or senior classes, the President of the Recreational Association.
2. Each class shall elect its Judicial Committee representatives as follows:
  - a. From the rising senior class, one.
  - b. From the rising junior class, two.
  - c. From the rising sophomore class, two.
3. Additional elections shall be:
  - a. Seven additional house presidents shall be elected from the rising sophomore, junior, and senior classes.
  - b. Major representatives shall be elected for the Academic Affairs Committee from the rising junior or senior classes.
  - c. Chairwomen of Social Committee Subcommittees from each class.

### **B. Guidelines for Elections and Nominations**

1. To be a candidate for an elected office, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are away in their junior year may either nominate themselves or be nominated by resident students. Resident students may also nominate other on-campus students with the permission of the student and / or students involved.



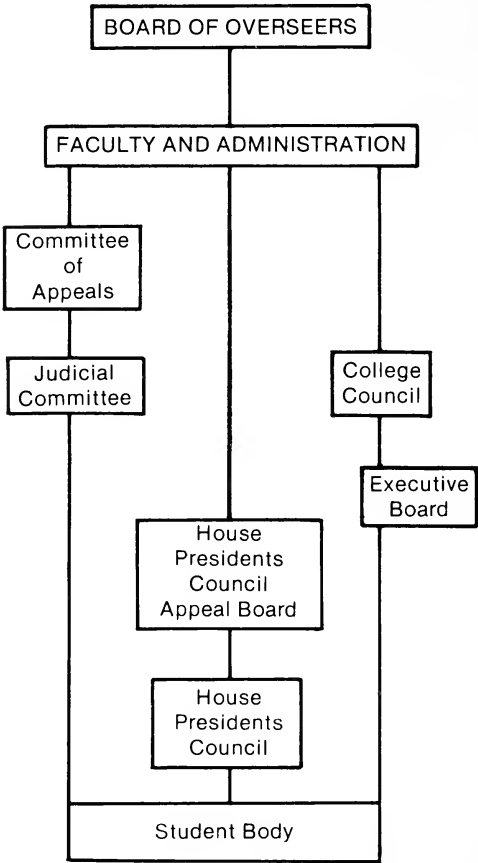
2. All nominations will be sent to the Dean. If the Dean should question the student's eligibility for extracurricular activities, she will consult with the Vice-President of the Student Government Association concerning the matter.
  3. Candidates of the different group elections will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted.
  4. Student Government elections shall be conducted by the Executive Committee at the time it deems best. The Vice-President of the Student Government Association sets up the election schedule with the Executive Committee. Elections should be held before the first of April.
  5. All clubs and organizations shall have their officers elected by the time the Student Government Association finishes its general elections. A list of these officers is to be turned in to the Vice-President of the Association.
  6. Newly-elected officers, with the exception of the House and Assistant House Presidents, shall assume their duties in the beginning of April with the understanding that old officers complete already-begun projects and represent the students at the Spring Board of Overseers Meeting, though both groups of officers will be present.
  7. If a vacancy occurs in any office, an open election will be held to fill the office. If an officer wins the election, another election will be held to fill her office. If a student government officer runs for a vacated office and loses, she will then return to her original position.
  8. The Chairwoman of the House Presidents Council must have been either a house or an Assistant House President.
- C. 1. For each election, there shall be at least one "no vote" on the ballot. Any student running unopposed will have her name placed on the ballot along with a "no vote". If there is a majority of "no votes" another election will be called by the Vice-President of the Student Government Association after consultation with the Executive Board. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled.
2. The winner of an election in which there are three or more candidates running must have at least a ten-percent plurality of votes. A simple majority suffices in a two-way race.
  3. Ballots which are cast as "no preference" votes are counted toward the majority vote, whereas a ballot which contains blank or uncompleted sections forfeits its right to be counted in any office.
  4. The counting of ballots shall be done by a subcommittee of the Executive Board, chaired by the Vice-President of the Student Government Association and consisting of the class presidents.
    - a. The counting of ballots shall be done by an appointed subcommittee of the Executive Committee, chaired by the Vice-President of the Student Government Association.
    - b. Executive Committee members and representatives of organizations the Committee are expected to do poll duty during elections except when such an officer is a candidate for office.
  5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Vice-President of the Student Government Association prior to the election.
  6. In the event that two run-off elections have been held for an office, the Vice-President of the Association may make a motion to the Executive Committee that the third run-off be won by the highest majority vote.
  7. A candidate is allowed by the Vice-President of the Association to have access to the numerical result of her own election. She may only know the number of votes cast for her candidacy, and she may not disclose this information to others.

## **SECTION VI—Amendments to By-Laws**

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.

SECTION VII—Robert's Rules of Order

Unless otherwise specified, all procedural methods adopted by the Student Government Association will be in accordance with Robert's Rules of Order.



## **Student Government Association Rules**

All regulations, in this and other sections of the Handbook, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

### **Regulations Governing Extracurricular Activities**

**1. Financial Management:**

- a. To cover annual dues of the various student organizations of the College, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$60 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall.
- b. All organizations handling money shall maintain organization accounts in one of the local banks.
- c. The accounts of the Student Activities Fund shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the treasurer of the college. All organizations receiving money from the Student Activities Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.

**2. Eligibility:**

- a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.
- b. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association	2.30
Vice-President of Student Government Association	2.30
Secretary of Student Government Association	2.30
Treasurer of Student Government Association	2.30
Chairwoman of Judicial Committee	2.30
Judicial Committee Representatives	2.20
Chairwoman of House Presidents Council	2.30
House Presidents	2.20
Chairwoman of Curriculum Committee	2.30
Curriculum Committee Representatives	2.30
Chairwoman of Social Committee	2.30
Chairwoman of Orientation Committee	2.20
President of Recreational Association	2.30
Class Presidents	2.20
Vice President of Classes	2.20
Secretary of Classes	2.20
Treasurer of Classes	2.20
Editor of Sweet Briar News	2.30
Editor of The Briar Patch	2.30
Editor of The Brambler	2.30
Orientation Group Leaders	2.00

For all other offices the required cumulative credit ratio is 2.20.



**ELEANOR BIBB**  
*President*



**TONI LUPOSELLO**  
*Vice-President*



**HEATHER WILLSON**  
*Secretary*



**STEPHANIE ALFORD**  
*Treasurer*



**SALLY ARCHIBALD**  
*Chairwoman of  
House Presidents  
Council*



**LIBBY GLENN**  
*Chairwoman of  
Academic Affairs  
Committee*



**TRESSY ROBINSON**  
*Chairwoman of  
Judicial  
Committee*



**LEE ANNE MACKENZIE**  
*Chairwoman of  
Social  
Committee*

### **Executive Board Members**

<i>President</i> .....	Eleanor Bibb
<i>Vice President</i> .....	Toni Luposello
<i>Secretary</i> .....	Heather Willson
<i>Treasurer</i> .....	Stephanie Alford
<i>Chairwoman, Judicial Committee</i> .....	Tresy Robinson
<i>Chairwoman, Academic Affairs Committee</i> ...	Libby Glenn
<i>Chairwoman, Social Committee</i> ....	Lee Anne MacKenzie
<i>Chairwoman, House Presidents' Council</i> ...	Sally Archibald
<i>Vice-President, Senior Class</i> .....	Mary Ware
<i>Vice President, Junior Class</i> .....	Holly Pflug
<i>Vice President, Sophomore Class</i> .....	Kama Boswell
<i>Vice President, Freshman Class</i> .....	to be elected

#### *Ex-officio, non-voting members:*

<i>President, Senior Class</i> .....	Claire Cieszko
<i>President, Junior Class</i> .....	Deborah Blair
<i>President, Sophomore Class</i> .....	Mary Bliss
<i>President, Freshman Class</i> .....	to be elected
<i>President, Recreational Association(RECA)</i> ..	Cindy Shirley
<i>Chairwoman, Orientation Committee</i> .....	Bet Dykes

### **Judicial Committee Members**

<i>Chairwoman</i> .....	Tresy Robinson
<i>Senior Representative</i> .....	Kit Gibson
<i>Junior Representatives</i> .....	Gertrude Collins Kimberly Parker
<i>Sophomore Representatives</i> .....	Jeannie Guthans Whitney Machnik
<i>Freshman Representative</i> .....	to be elected

### **House Presidents Council**

<i>Chairwoman</i> .....	Sally Archibald
<i>Boxwood President</i> .....	Jennifer Ditter
<i>Carson President</i> .....	Lea Sparks
<i>Dew President</i> .....	Mason Bennett
<i>Grammer President</i> .....	Paula Campredon
<i>Gray President</i> .....	Melissa Byrne
<i>House #1 President</i> .....	Karen Pine
<i>Manson President</i> .....	Mary Watt
<i>Meta Glass President</i> .....	Katherine Beck
<i>Randolph President</i> .....	Sally Archibald
<i>Reid President</i> .....	Cheri Burritt

#### *Ex-officio, non-voting:*

<i>Chairwoman, Judicial Committee</i> .....	Tresy Robinson
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## **BY LAWS OF HOUSE PRESIDENTS COUNCIL**

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### **A. *Violations to be Heard at House Presidents Council***

1. Man in residence after visitation hours end.
2. Illegal parties in lounges, rooms, corridors, lobby areas.
3. Damage to college property.
4. Excessive noise.
5. Pets in residence halls.
6. Any activity which infringes on the rights of others in residence.

\*All students at SBC are under the Honor Code so they are expected to carry out the penalty or be referred to the Judicial Committee for action.

### **B. *Penalties Available to Hearing Boards:\****

1. Warning or any other penalty deemed necessary.
2. Removal of male visitation privileges.
3. Fines.
4. Removal of offensive property or making equipment inoperable.
5. Social probation (as defined in each case).
6. Recommendation to Dean of Student Affairs to remove student from residence hall.

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## **STUDENTS' RIGHTS**

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### **Joint Statement On Rights and Freedoms of Students**

A Joint Statement of Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned with higher education, has been adopted by the Board of Directors of Sweet Briar subject to certain provisions and stipulations relevant to the educational purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President, the Office of the Dean, and the Office of the Dean of Student Affairs.

\*The time period for penalties imposed by House Presidents Council or House Presidents Council Appeal Board shall be left to the discretion of the Council.

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## **DUE PROCESS**

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### **Written Bill of Charges**

Refer to Student Government Association Constitution (Articles VII, VIII, and IX).

#### **I. Introduction to Letter or Notice**

- a. State who is hearing case.
- b. Place, time, date of hearing.
- c. Violation (where stated in Handbook)
- d. Waiting Room, if provided.

#### **Charges:**

- a. State clearly what is being charged.
- b. Who is doing the charging (person? group? Security? Dean's Office?)

#### **Witnesses:**

- a. List names of anyone appearing at hearing as witness against student.
- b. Request names of those the student may wish to have appear as witnesses in her favor.
- c. Place time limit on response for witnesses and who they should respond to (Judicial Chairwoman or Chairwoman of HPC).

#### **Procedure:**

Instruct student how to respond to charge: (in the following way)

1. Submit response to the charges (ie., guilty as charged, not guilty as charged).
2. Present a written statement of the facts you wish to be known to the Board (optional).
3. Be prepared to make an oral statement to the Board and respond to questions.

Tell student who she addresses response to, say she is not required to testify against herself. Advise her she may speak to anyone in the Dean of Student Affairs office to assist her in understanding her rights and the procedures of the Board.

State what the Range of Penalties might be for the violation.

#### **II. Hearing Board Activities**

1. Complaint filed with Judicial Chairwoman, Chairwoman of HPC, or House President.
2. Complaint validated by witnesses or evidence through a brief investigation.

3. Written Statement of Charges issued to student(s).
4. File developed to contain written evidence, charges notification and Response to Charges.
5. Hearing Board convenes within ten academic days.
  - a. Determine whether hearing open or closed.
  - b. Read file material (optional).
  - c. Introduce all students involved in case and the members of the Board.
  - d. Read the charges aloud and ask how the student pleads: guilty or not guilty.
  - e. Present evidence and ask witnesses to make statements supporting charges.
  - f. Advise the student she has the opportunity to make a statement at this time.
  - g. Student makes statement.
  - h. Student's witnesses may make statement.
  - i. Questions may be asked by the Board to clarify statements made.
  - j. Questions may be asked by anyone involved in the case.
  - k. All guests asked to leave room while Board deliberates the verdict, written ballot for decision preferred, but optional.
  - l. Board reconvenes so all interested may hear verdict and penalty, if any.
  - m. Explain how the penalty is to be carried out and monitored.\*
  - n. Board dismissed-next case.
  - o. Written decision of Board filed with Dean of Student Affairs Office.
  - p. In unusual circumstances, the Board may postpone a decision pending further information.
  - q. Failure of the accused to appear will result, at the discretion of the committee, in the case being heard in the accused's absence.

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\*All students at SBC are under the Honor Code so they are expected to carry out the penalty or be referred to the Judicial Committee for action.

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